



Software for Churches & Nonprofits

RollCall CONNECT



USER MANUAL

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INSTALLING ROLL CALL CONNECT

To use Roll Call Connect, the Roll Call software must be installed on your network, your Connect license number must be entered, and the Roll Call Server machine must have a fixed IP address.

Installation

To install Roll Call on your network, choose the machine that will be your Roll Call Server machine. This is the machine that will house your data. To install the Roll Call Server software, do the following:

1. Download the Roll Call Server software from www.bythebook.com for your operating system.
2. Run the installer file that you just downloaded.
3. Click NEXT through the installer wizard.
4. If you are on a Windows machine you will have a black Roll Call Server icon on your desktop. Double click to start Roll Call Server.
5. If you are on a Mac machine, you will have a Roll Call Server folder in your Applications folder. In this folder you will find the Roll Call Server Application. Drag that to your dock. Click on the icon to start Roll Call Server.

Next you will want to install Roll Call Client on each computer that will need access to the Roll Call software. Roll Call Client is the application that is used to access the Roll Call database. To install the Roll Call Client software, do the following:

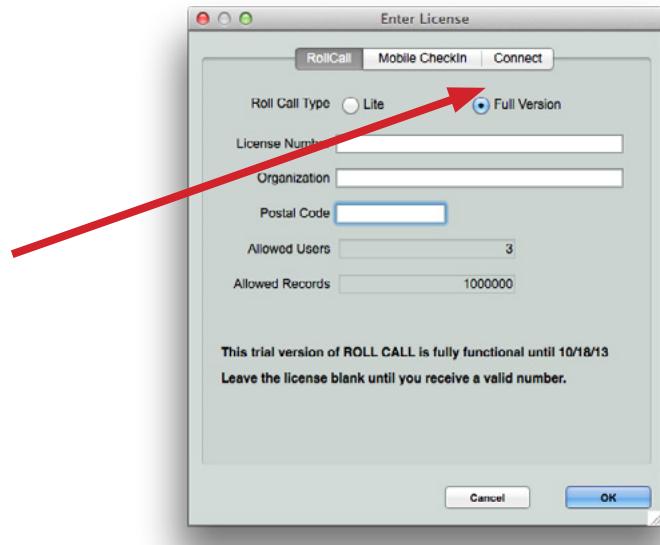
1. Download the Roll Call Client software from www.bythebook.com for your operating system.
2. Run the installer file that you just downloaded.
3. Click NEXT through the installer wizard.
4. If you are on a Windows machine you will have a blue Roll Call Client icon on your desktop. Double click to start using Roll Call. Note: Roll Call Server must be running to use the Client.
5. If you are on a Mac machine, you will have a Roll Call Client folder in your Applications folder. In this folder you will find the Roll Call Client Application. Drag that to your dock. Click on the icon to start Roll Call Client. Note: Roll Call Server must be running to use the Client.

License Number/ Trial Mode

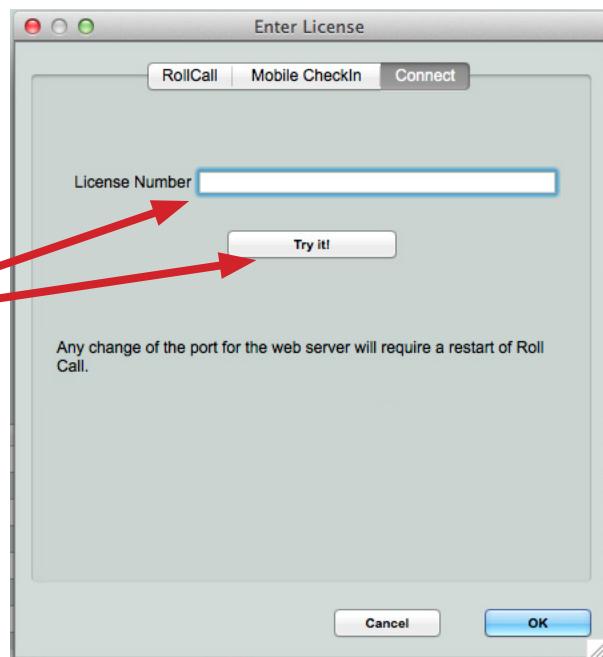
To begin using Roll Call Connect you must activate the web server portion of Roll Call. To do that you'll need to enter your license number or click on the TRY IT button.

1. Log into Roll Call as Administrator or Director. If you do not get a log in screen, that means that the security system within Roll Call has not been activated yet. You are actually logged in as Director. To activate the security system, go to Administration menu at the top and select Change Password. Enter a password for Director.
2. Select File>Enter License from the top menu.
3. Click on the Connect tab.
4. Enter your license number or click on the TRY IT button.
5. Restart your Roll Call Server.

Click on the Connect tab



Enter license number or click the TRY IT button



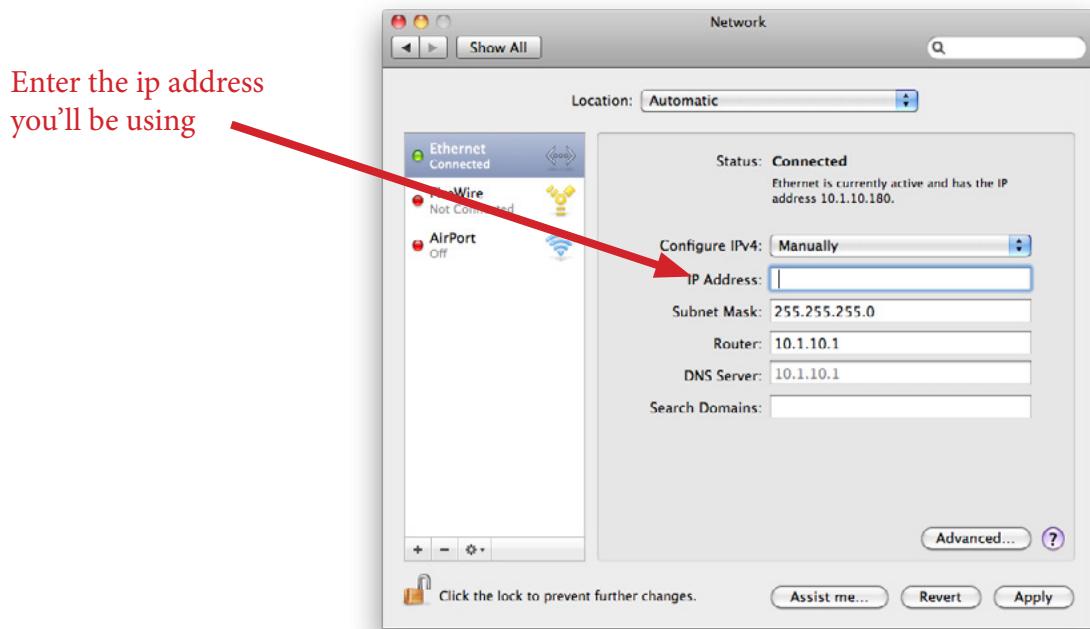
Server Settings

You can access Roll Call Connect from one of two ways: internally on your network (LAN or VPN) or over the internet. No matter which way you choose, we recommend that you fix the IP address of the machine where Roll Call Server is running. Both ways must be configured prior to allowing access.

Fixing your IP address (Mac)

On the machine where Roll Call Server is installed, open up system preferences and choose Network.

Set the IP Address so that it is unique to your network and won't be assigned to another machine by your router. You do this by assigning a number at the top end of the IP addresses your router manages.



Fixing your IP address (Windows)

One the machine where Roll Call Server is installed, open up the control panel and go to Network and Sharing Center. View the status of your network connection. Click on the properties button. Select the Internet Protocol Version 4 (TCP/IPv4) and click on Properties. Change from "Obtain an IP address automatically" to "Use the following IP address". Set the IP address you want to "fix" this machine to.

Running Roll Call Connect internally on your Network

If you want to run Roll Call Connect on your LAN or VPN then once you start the trial for Roll Call Connect or enter your license, you can connect your mobile devices to your Wireless network or VPN. Open a browser on the device and enter the IP address of the machine where Roll Call Server is running. If you are using a port other than the default of 80 then append a :portno to the end of the IP address where portno is the port number you specified to run the http server.

Running Roll Call Connect over the internet

If you want to access Roll Call Connect from anywhere you have an internet connection then you will need to get a fixed IP for your location as well as turn on port forwarding on your router to forward any Connect traffic (default is port 80) to go to the ip address of the machine where Roll Call Server is running.

Fixed IP Address

The first step in this process is to obtain a fixed IP address for the LAN where Roll Call Server is running from. A fixed IP address can be obtained directly from your ISP provider for a fee or you can use a provider like NoIP or DynDns (www.dyndns.com). DynDns provides an option for a free static IP address or you can purchase a standard IP. Refer to their website for details.

Because the IP address from your ISP can change over time, this option installs a piece of software on the machine where you set up your account from that will notify DynDns when your ISP changes your IP address.

Once you have a fixed IP address defined for your location you are ready for the next step.

Port Forwarding from your Router

Once you have your fixed IP address for your site, you will need to find the login credentials for your router and open a browser to log into your router. The router IP address varies for each router so you will need to figure out what it is for your site.

From your router configuration you will need to locate where you can define Port Forwarding rules. The location and the way you define this varies for each router. Below is an example of a Comcast Router. You will need to forward traffic on port 80 (default HTTP port) or whatever port you've determined to use. The IP address specified in the screen shot below (10.1.10.180) should be the specific IP address of the machine where Roll Call Server is running. You will want to fix the IP address of the server machine so router will always assign the machine the same internal IP address. Make sure to enable the rule.

For the port you've selected, click enable

Comcast Business Gateway

Sign Out x

MAIN FEATURE SETTINGS

Administration LAN Firewall Gateway Summary HELP

Firewall Options Port Configuration Web Site Blocking DMZ 1-to-1 NAT

Port Forwarding Port Triggering Port Blocking True Static IP Port Management

PORT FORWARDING

Port Forwarding is used to direct authorized inbound traffic to the appropriate server(s) or specifically identified application(s) on the network.

Disable all Port Forwarding rules

Select	#	Application Name	Port Range	Protocol	IP Address	Enable
			Public	Private		
<input type="radio"/>	1	RCServer	80	80 ~ 80	TCP	10.1.10.180 <input type="checkbox"/>

add new **edit** **delete**

apply cancel

SETTING UP ROLL CALL CONNECT

The Roll Call Connect user manual will walk you through setting up Roll Call Connect and using the web interface. This manual assumes you are already familiar with Roll Call. For more information on entering people, contributions or groups, see the Roll Call User Manual

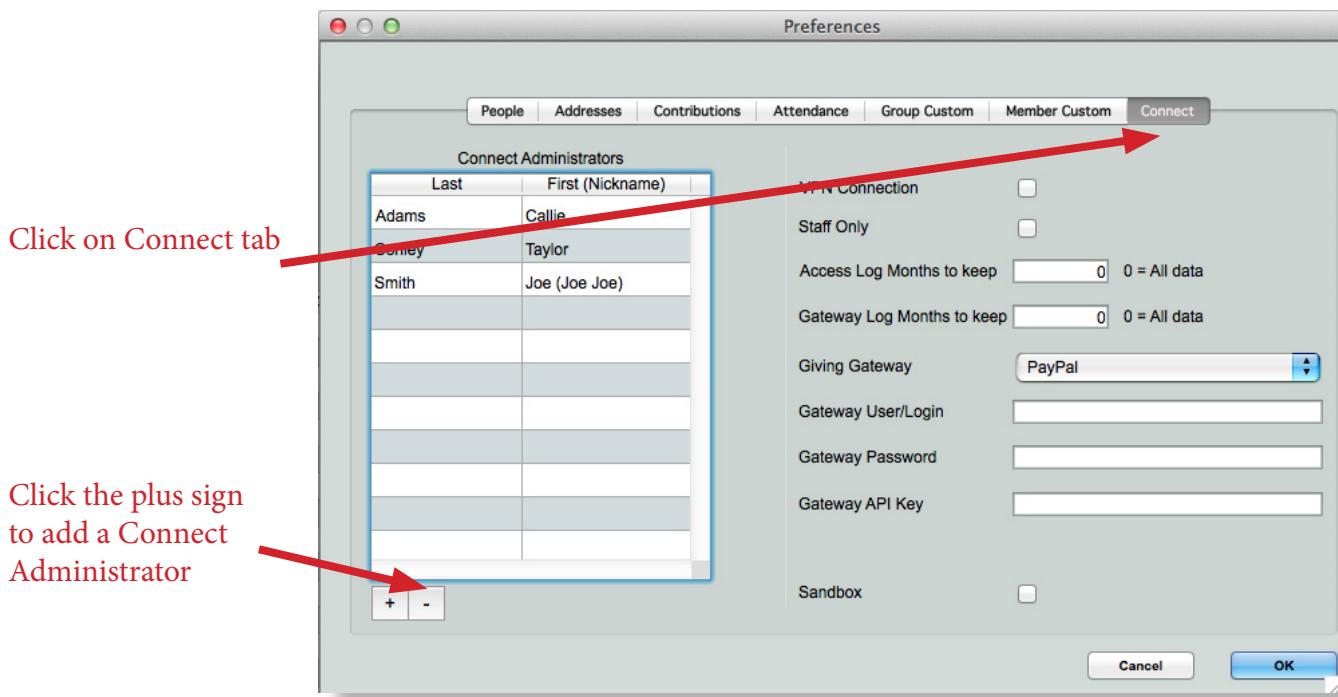
Roll Call Preferences

There are several Roll Call Preferences that must be configured to use Connect. The first preference is the Connect Administrator. The connect Administrator is the user that will manage the look and feel of Connect, what fields will be displayed, and the staff permissions.

Roll Call Connect Administrator

Once you've decided who your Roll Call Connect Administrator(s) will be, do the following:

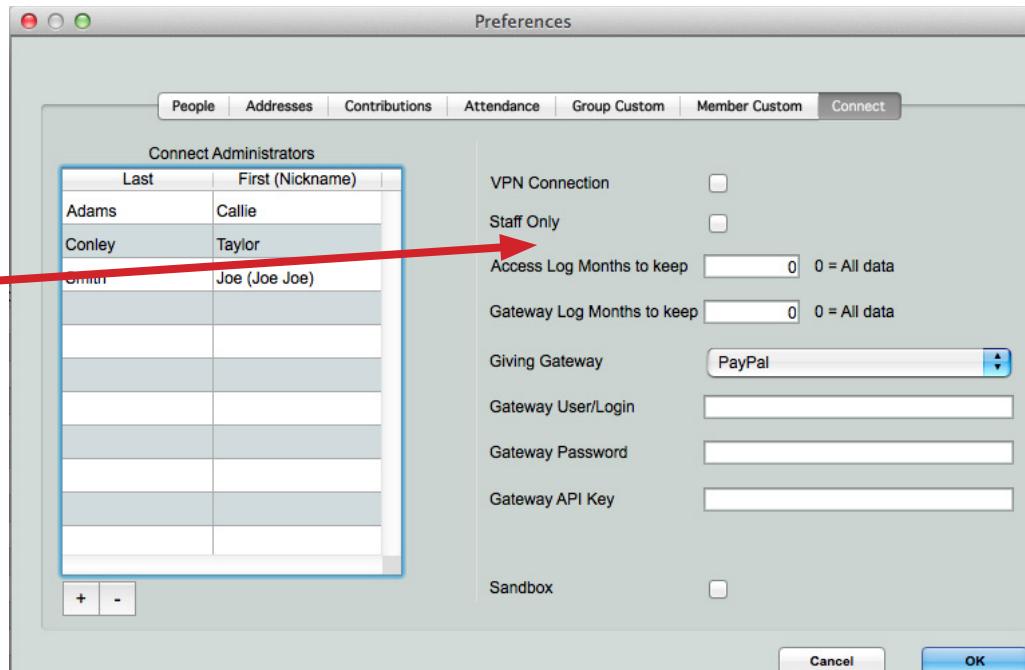
1. Log into Roll Call as Administrator or Director.
2. If you are on a Mac, select ROLLCALL> Preferences. If you are on Windows, select Edit>Preferences from the top menu.
3. Click on the Connect tab.
4. On the left side you should see an area for Connect Administrators. Click on the plus sign underneath that area.
5. Enter the Last name of the Administrator. Pick the appropriate person from the list.
6. Click OK in the lower right to save this information.



Staff Only

If you only want staff members, not the general congregation, to have access to Roll Call information, you'll need to set this preference.

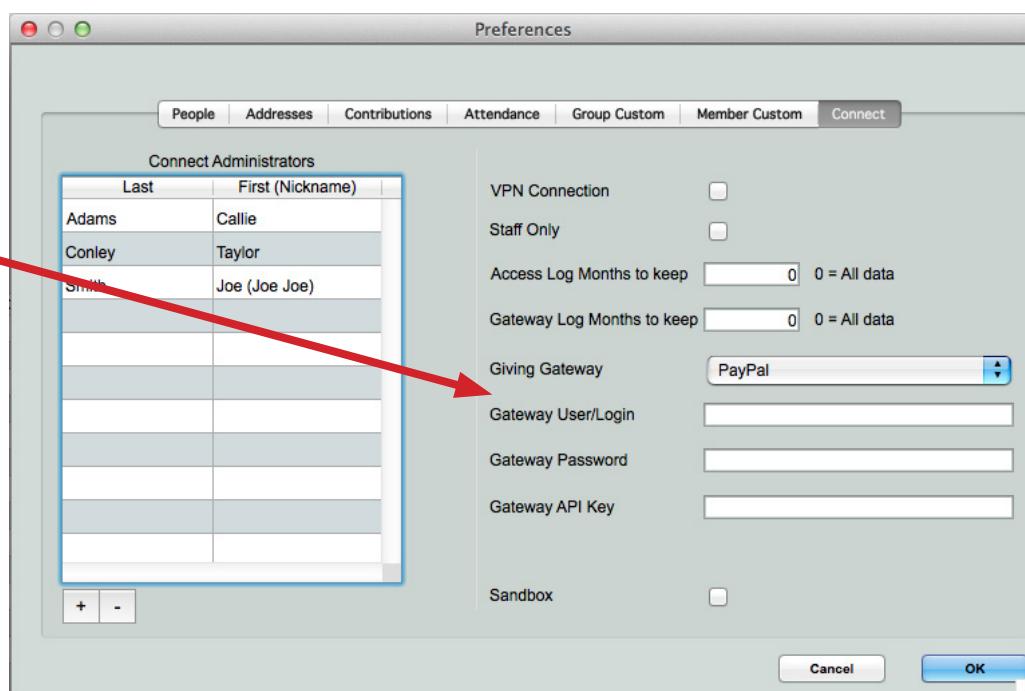
1. Log into Roll Call as Administrator or Director.
2. If you are on a Mac, select ROLLCALL> Preferences. If you are on Windows, select Edit>Preferences from the top menu.
3. Click on the Connect tab.
4. On the right side, mark the box for Staff.
5. Click OK to save this preference.



Giving Gateway

The next preference is necessary if you will be using Online Giving through Roll Call Connect. To set up this gateway information, do the following:

1. Log into Roll Call as Administrator or Director.
2. If you are on a Mac, select ROLLCALL> Preferences. If you are on Windows, select Edit>Preferences from the top menu.
3. Click on the Connect tab.
4. On the right side you'll notice the fields for the Giving Gateway information. Use the drop down to select your church's Online Giving Provider.
5. Enter your *Gateway Username*.
6. Enter the *Gateway Password*.
7. Enter the *Gateway API Key* provided to your church.
8. If you will be using the merchant account sandbox to test things out, click on the *Sandbox* checkbox. Make sure to uncheck this, when you want to go live.
9. Click OK to save this information.



Mark the box for Staff Only if you will not be opening this up to your congregation

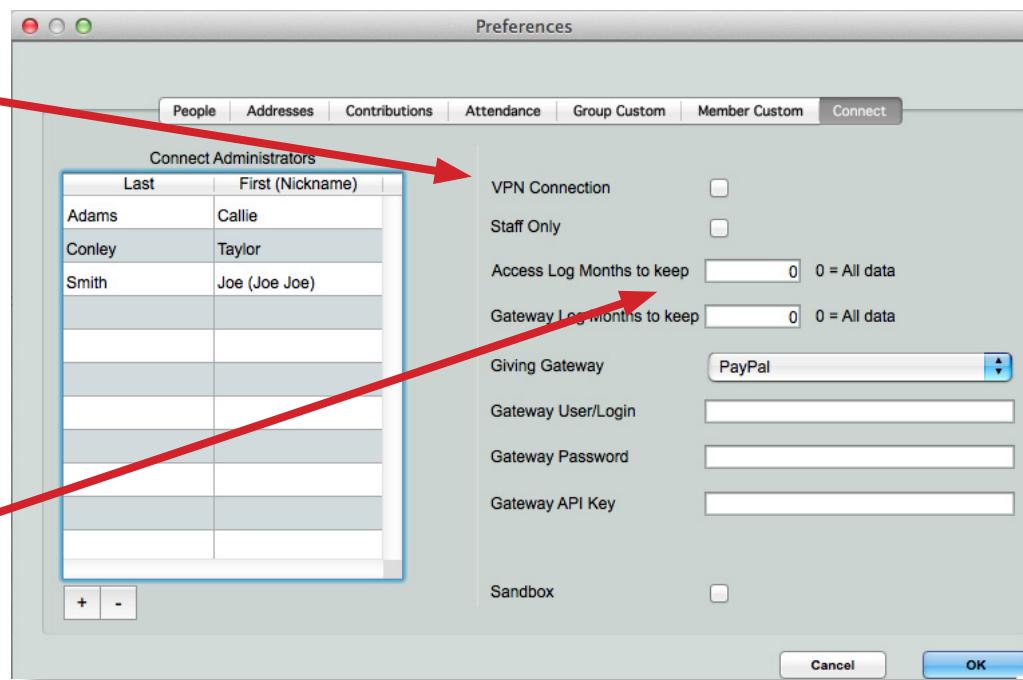
VPN Connection

If you are only going to allow the use of Connect on your local area network or on VPN, mark the box for VPN.

1. Log into Roll Call as Administrator or Director.
2. If you are on a Mac, select ROLLCALL> Preferences. If you are on Windows, select Edit>Preferences from the top menu.
3. Click on the Connect tab.
4. On the right side, mark the box for VPN.
5. Click OK to save this preference.

Mark VPN if
restricting use
to local area
network or VPN
connections

Indicate how
many months
you'd like to
keep logs



Access Logs

Roll Call will log all connections into Roll Call Connect as well as each time someone uses the payment gateway. Indicate in the preferences how long you would like to keep this information.

1. Log into Roll Call as Administrator or Director.
2. If you are on a Mac, select ROLLCALL> Preferences. If you are on Windows, select Edit>Preferences from the top menu.
3. Click on the Connect tab.
4. On the right side, enter the number of months to keep access log information.
5. On the right side, enter the number of months to keep gateway access information.
6. Click OK to save this preference.

Profile Settings

There are several key pieces of information that will need to be set in the People profile screen. If a person is on staff at the church, you will want to check the box for *Staff*. This will give them access to the Staff Connect portion of Roll Call Connect.

1. Log into Roll Call as Administrator or Director.
2. Expand the People menu
3. Click on Search Profiles
4. Enter the Last Name of a staff member and double click on their record.
5. Mark the checkbox for Staff.
6. The system will ask if you want to make this person a Connect Administrator. Answer yes or no.
7. Click **SAVE & CLOSE** to save this information.

Email is used as
Connect user-
name

The screenshot shows the 'People - Smith, Frank' profile screen. The 'Personal eMail' field contains 'frank78@thisisnotanemail.com'. The 'Staff' checkbox is located in the top right section of the form. A red arrow points from the 'Personal eMail' field to the 'Staff' checkbox. Another red arrow points from the 'Staff' checkbox to the 'Head of Family' checkbox in the middle right section of the form.

Mark if this person
is on staff

The other piece of vital information in a person's record is their personal email address. The email address will be used as the username for anyone to log into Connect. Confirm that personal email addresses are present and valid for all folks that wish to use Connect. Also, make sure there are not 2 or more people that use the same email address.

Group Settings

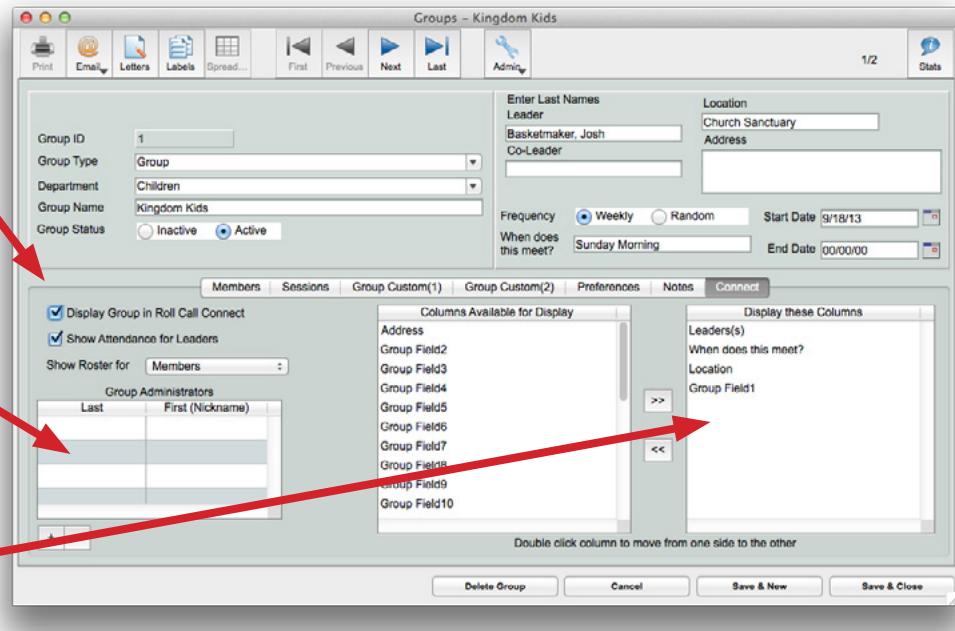
If you'd like group information to be available in Connect, there are some settings in the Group screen that must be configured. To configure a group, do the following:

1. Log into Roll Call as Administrator or Director.
2. Expand the Groups menu.
3. Click on Search menu item.
4. Double click on the specific group you wish to configure
5. Click on the Connect tab.

Each group setting is outlined below.

Display Group

If you would like the group to be displayed in Connect under MyGroups, mark the box for *Display Group in Roll Call Connect*.



Display Attendance for Leaders

By default, the only Connect user that can view and record group attendance is the group administrator. If you would like the group leader to also be able to view and record attendance for the group, mark the box for *Show Attendance for Leaders*.

Show Roster For

Choose who you would like to be able to view the entire group roster. Choose Members or Leaders Only.

Group Administrators

Group Administrators can view group rosters and also record attendance for the groups they administer. To add a group administrator do the following:

1. Log into Roll Call as Administrator or Director.
2. Expand the Groups menu.
3. Click on Search menu item.
4. Double click on the specific group you wish to configure.
5. Click on the Connect tab.
6. Click on the plus sign under the Group Administrator area.
7. Enter the Last Name of the Administrator.
8. Select the appropriate person from the list.
9. Click SAVE & CLOSE in the lower right.

Columns Available for Display

Use this area to select the Group information that is displayed on the Detail tab. To include a column, click on the name from the left side to move it to the *Display these Columns* side.

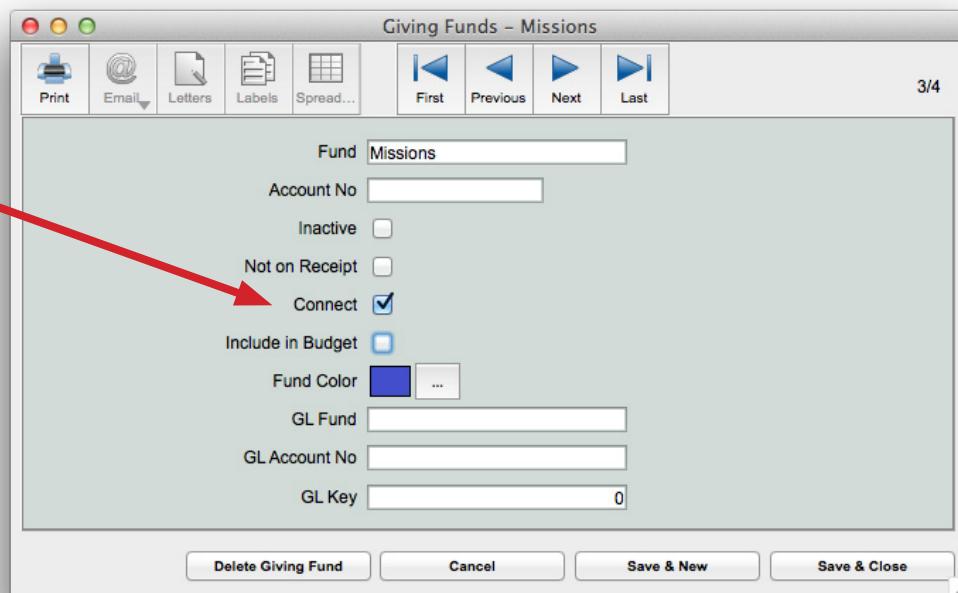
Giving Fund Settings

If you will be opening up Roll Call connect for online giving, you will need to set some preferences in the Giving Fund area. This allows you to set which funds you will allow people to contribute to through your online giving system.

To configure your Giving Funds, do the following:

1. Expand the Contributions menu.
2. Click on Giving Funds.
3. Double click on one of your existing Funds, or click the plus sign to add a new Fund.
4. Mark the box for *Connect*, if you'd like donors to be able to contribute to that fund through online giving.
5. Mark the box for *Include in Budget*, if this is a fund that should be counted toward the total budgeted giving amount. For example, if you have a Tithes or General fund, those funds might be considered when you create your budget. However if you have a fund to track monies for a Youth Retreat, you may not want to consider that toward your budget amount.
6. Click **SAVE & CLOSE**.

Mark if this fund
should be avail-
able for online
giving



Budget Settings

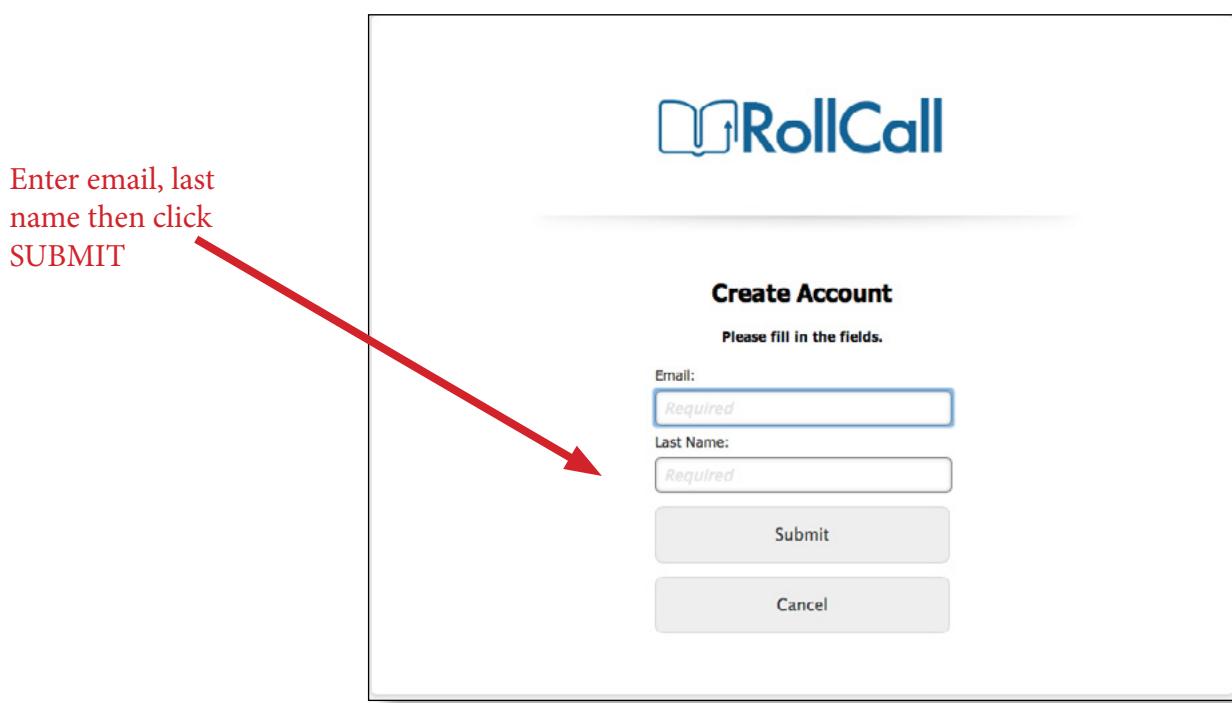
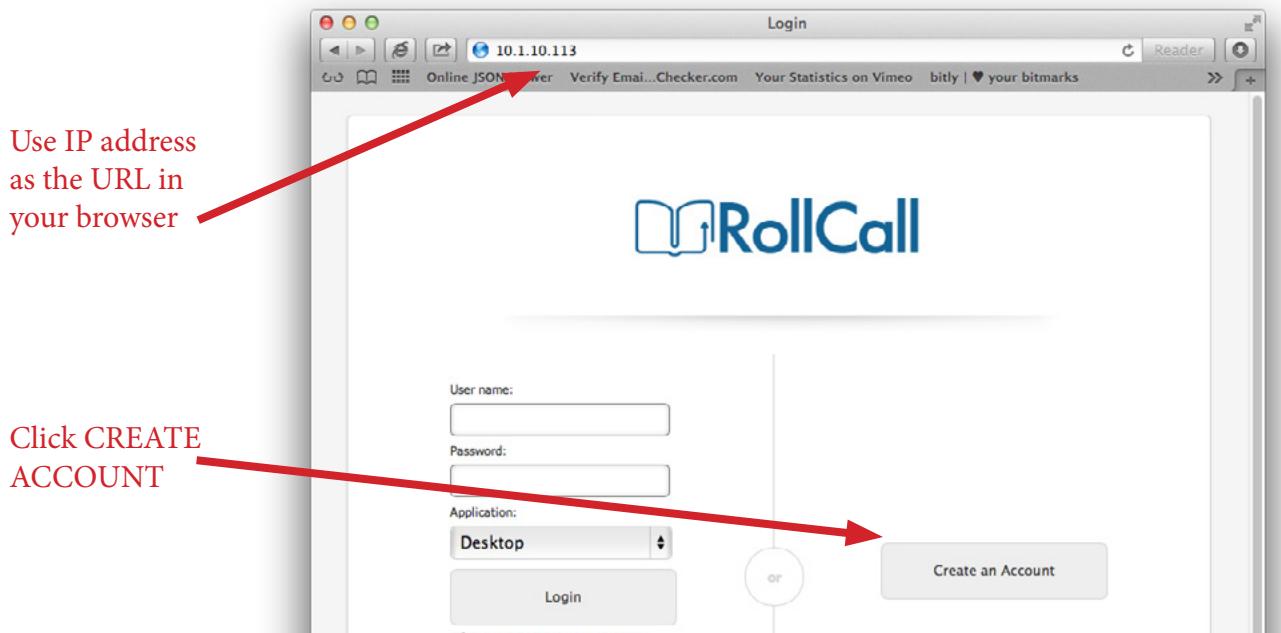
Roll Call Connect will calculate your budget based on the weekly budget set for your organization. To set that amount, log onto Roll Call as Director or administrator. Go to Organization menu. Enter the weekly amount.

Login Account

To begin using Roll Call Connect, you must create a Login Account. To access the login screen, open the browser on your computer or mobile device. Enter the IP address of your Roll Call Server machine as the URL. For example, <http://your-ip-address>.

1. Click on the **CREATE ACCOUNT** button.
2. Enter your Personal Email address.
3. Enter your Last Name.
4. Click **SUBMIT**.
5. You will receive an email at the address entered in step 2 that will allow you to set a password.
6. Click on the link in the email. It will take you to a page to set your password.

You are now ready to log in and start using Connect.



Connect Settings

Before you open up Roll Call Connect to your staff and congregation, the Roll Call Connect Administrator should configure the Roll Call Connect Settings. These settings will affect appearance of the web pages, what information will be displayed and who will have access to what information.

To begin the configuration process, do the following:

1. Open the browser on your desktop or mobile device.
2. Get to the login screen, by entering the ip address of your Roll Call Server machine.
3. Enter the email address and password and login.
4. Click on Settings in the upper right of the page.

Click on Settings from this main page

Appearance

The appearance settings will affect how the web pages look. To configure this:

1. Click on Appearance on the left sidebar.
2. Use the color palette to choose your *Main Color*. The Main Color is the bar across the top of the page and the menu item colors.
3. Use the color palette to choose your *Header and Footer* color. The Header is the very top portion of the page and the Footer is the very bottom portion of the page.
4. Use the color palette to choose the *Accent Color*. The Accent Color is used for the Donate Now button and Giving and Attendance graphs.
5. If you would like to include your logo or other graphic in the upper left corner of the page, use the *Main Image*. The graphic must be 200 pixels X 75 pixels. Click on CHOOSE FILE to upload the image.

Click the SAVE CHANGES button once you have marked the Appearance settings.

Click on Appearance

Choose color scheme

Pull in image

Configuration

The configuration section allows you to choose what information will be available for your connect users. To modify this information:

1. Click on Configuration on the left sidebar.
2. Mark the box under the *Display* column for each field you'd like displayed on the MyConnect web page.
3. Mark the box under the *Editable* column for each field you'd like the user to be able to change.
4. Mark the box under the *Mandatory* column for each field that you'd like to be required.
5. Use the arrows in the *Order Field* column to change the order in which the fields are displayed on the web page.
6. To include the myGiving section on the web page, mark the box *Show myGiving*.
7. To include the myGroups section on the web page, mark the box *Show myGroups*.
8. If you will be using the online giving portion of Connect, mark the box for *Show Online Giving*.
9. To change verbiage on the Donate Now button, enter the text you'd like displayed in the *Online Giving Label* field.
10. To use different text on the Donate Now button with the Mobile theme, enter the text you'd like in the *Mobile Giving Label* field.

Click the **SAVE CHANGES** button once you marked the appropriate fields.

Click Configuration

Choose which fields to display, modify and if they are required

The screenshot shows the Roll Call Connect interface. The top navigation bar includes 'RollCall', 'staffConnect', 'myConnect', 'Settings', and a 'Donate Now' button. The left sidebar has links for 'Appearance', 'Configuration' (which is selected and highlighted in blue), and 'Permissions'. The main content area is titled 'Configuration' and contains a table titled 'Profile Fields'. The table has columns for 'Field', 'Display', 'Editable', 'Mandatory', and 'Order Field'. Each row represents a profile field like 'First Name', 'Last Name', etc. The 'Display' column contains checkboxes, and the 'Editable' column also contains checkboxes. The 'Mandatory' column has checkboxes, and the 'Order Field' column has up/down arrows. A 'Save Changes' button is located in the top right corner of the table area.

Permissions

The permissions section allows you to configure what information staff members will be able to access through Roll Call Connect. Note all the people in your Roll Call database that are identified as staff will be listed on the left side of the page. Highlight a staff member and mark each area they will have access to.

Global Permissions

1. *Roll Call Connect Administrator* – mark this box if the staff member will be allowed to modify Connect Settings.

Report Permissions

2. *Giving Report* – mark this box if the staff member will be allowed to view the Giving Report, which shows the last 12 weeks of giving totals as well as a break down of totals by fund.
3. *Giving Last Week* – mark this box if the staff member will be allowed to view the Giving Last Week report on the home page for staffConnect. This report shows Actual vs Budget amounts for Last Week and Year to Date.
4. *Attendance Report* – mark this box if the staff member will be allowed to view the attendance headcounts for the last 12 weeks.
5. *Attendance Last Week* – mark this box if the staff member will be allowed to view the attendance counts from last week.
6. *By Service* – mark this box if the staff member is allowed to view worship service attendance through the Attendance Report or Attendance Last Week.
7. *All Departments or Select Departments* – choose the Department attendance that the staff member will be allowed to view in the Attendance Report and Attendance Last Week graph.
8. *Combined Report* - mark this box if the staff member will be allowed to view the Combined report. This report graphs giving vs attendance. If the staff member does not have access to the Giving Reports and Attendance Reports they will not be able to access the Combined Report.

Click Permissions menu

Choose Staff member

Mark permissions for that staff member

Staff Permissions

Staff

Global

Reports

Save Changes

Roll Call Connect Administrator

Giving Report

Attendance Report

By Service

All Departments

Selected Departments

Adult Ed
Childrens
Congregational Care
Disciple Ship
Dummy
Evangelism
IWC Institute
Kids Place
Leadership
Ministries
Nursery

Profile Permissions

9. *Can Edit Profiles* – mark this box if the staff member will be allowed to update congregational profile information such as address, phone etc.
10. *View Visits* – choose My Visits, All Visits or None based on the visitation information this staff member will be able to access.
11. *Add Visits* – mark this box if this staff member will be allowed to enter visitation information.
12. *View Confidential Comments* – mark this box if the staff member will be allowed to view confidential comments.
13. *Add Confidential Comments* – mark this box if the staff member will be allowed to enter confidential comments.

Click the SAVE CHANGES button when you have marked the appropriate permissions.

MANAGING USER ACCOUNTS

To create a Roll Call Connect username and password, the person from your congregation or staff member must have a valid email address. The personal email address stored in Roll Call will be used as the username for Connect users.

Please note the personal email address must be unique across all records in Roll Call to be used as a Connect username. If more than 1 person has that email address, they will not be able to create an account until that is resolved.

Access the Login Screen

To get to the Roll Call Connect login in screen, you'll need to know the ip address of the Roll Call Server machine. See the *Installing* chapter for more information on determining and fixing the ip-address. You will want to create a login link on your church website that points to that ip-address. This will bring you to the login screen for Connect.

Create an Account

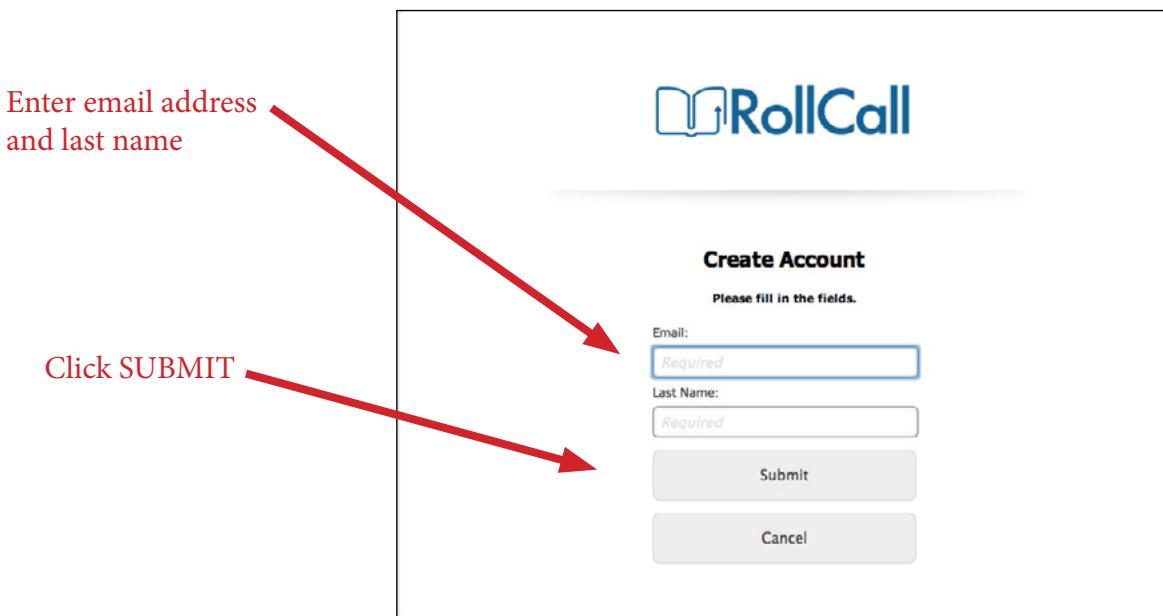
There are 3 scenarios for creating Connect user accounts:

1. There is already a record in Roll Call for the person requesting an account.
2. The person requesting the account does not have an entry in Roll Call.
3. The last name and email do not match with what is in Roll Call.

Existing Person in Roll Call

The staff person or congregant will click the link on your website to get to the Login screen. From the Login Screen, they will do the following:

1. Click on the CREATE ACCOUNT button on the right side of the page.
2. Enter the *Email* address that you'd like to use for your account.
3. Enter your *Last Name*.
4. Click SUBMIT.



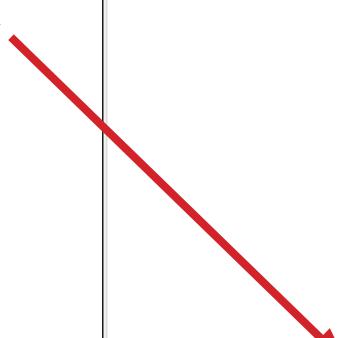
5. Roll Call will search for an exact match on that combination of Last Name and Email address. If it finds a match it will send an email to that person.
6. To complete the process, go to your email program and click on the link in the email.
7. You'll be prompted to set your password.
8. Click SUBMIT.
9. You can now click on the button to go to the LOGIN page and start using Connect.

Person doesn't exist in Roll Call

If you are opening Roll Call Connect up to your church congregation, you may run into a case where you do not have the person's information in Roll Call. Maybe they happened upon your website and want to make an online contribution or they have just started attending and want to give you their contact information. Here's how that works:

1. Click on the CREATE ACCOUNT button on the right side of the page.
2. Enter the *Email* address that you'd like to use for your account.
3. Enter your *Last Name*.
4. Click SUBMIT.
5. Roll Call will search for an exact match on that combination of Last Name and Email address. Since the person is not in the database a match is not found. The page will prompt for additional information.
6. Enter the *First Name* of the person.
7. Enter the *Address, City, State and Zip Code* of the person creating the account.
8. Click SUBMIT.
9. A confirmation email is sent to the email address entered on step 2.
10. To complete the process, go to your email program and click on the link.
11. You'll be prompted to set your password.
12. Click SUBMIT.
13. You can now click on the button to go to the LOGIN page and start using Connect.

When there is no match on email and last name, enter address information



RollCall

Create Account

Please fill in the remaining fields.

Email:

Last Name:

First Name:

Address:

City:

State:

Postal Code:

When a user does this, it creates a person record in your Roll Call database with an association of Connect. You may want to periodically run the duplicate checker to clean up any duplicates that are created by this process.

No match on Last Name and Email address

If you are opening Roll Call Connect up to your church congregation, you may run into a case where you have a person in your database, but they enter a different email address as their user name. If Roll Call does not find a match between last name and email address, it will process this request as if the person does not exist in your database.

This would be the flow for the user:

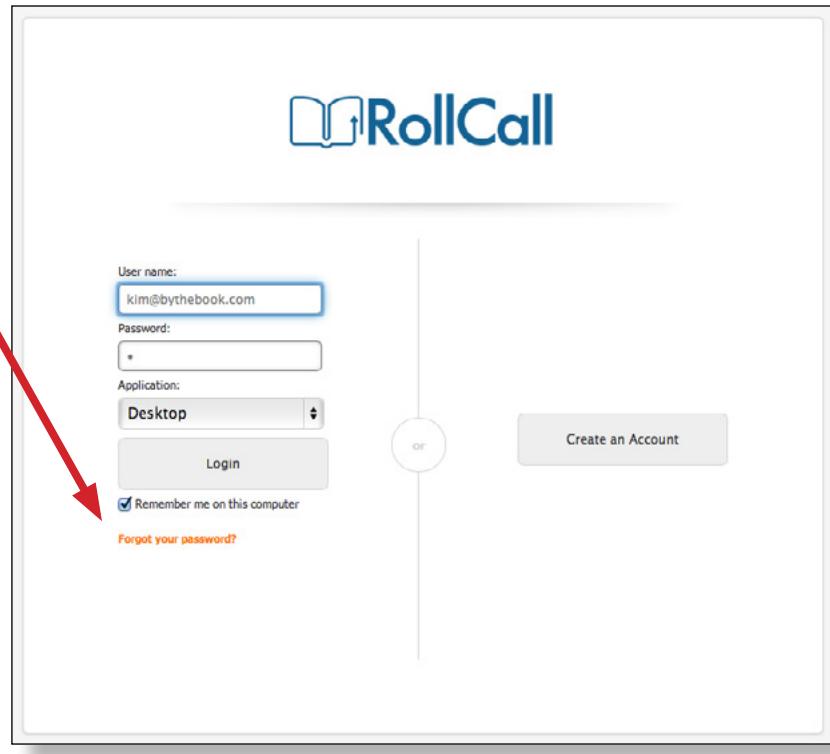
1. Click on the CREATE ACCOUNT button on the right side of the page.
2. Enter the *Email* address that you'd like to use for your account.
3. Enter your *Last Name*.
4. Click SUBMIT
5. Roll Call will search for an exact match on that combination of Last Name and Email address. If no match is found, it will prompt for additional information.
6. Enter the *First Name* of the person.
7. Enter the *Address, City, State and Zip Code* of the person creating the account.
8. Click SUBMIT.
9. A confirmation email is sent to the email address entered on step 2.
10. To complete the process, go to your email program and click on the link.
11. You'll be prompted to set your password.
12. Click SUBMIT.

When a user does this, it creates a new person record in your Roll Call database with an association of Connect. You may want to periodically run the duplicate checker to clean up any duplicates that are created by this process.

Reset a Forgotten Password

If a Connect account holder forgets their password, they can do the following from the login screen to reset:

1. Enter their account name (email address)
2. Click on the “forgot password” link.
3. Roll Call will send an email to the address entered in step 1 with a link to reset their password.
4. Click on the link in that email. This takes the user to a page where they can reset their password.
5. Enter the new password.
6. Enter the password again to confirm.
7. Click SUBMIT.



Change an Email for an Account Holder

If a person from your congregation or staff member has a username and password for Roll Call Connect, but they change their personal email address, they will need to go through the steps to create a new Connect account.

So let's say a person from the congregation calls the office and asks that their personal email address be changed. The person in the office pulls up their record in Roll Call and makes the change. Roll Call will no longer have an account for that person based on the old email address. Here's what they'll need to do:

1. Access the Login page from the church website.
2. Click on the CREATE ACCOUNT button on the right side of the page.
3. Enter the new *Email* address for the account.
4. Enter the *Last Name*.
5. Click SUBMIT.
6. Roll Call will search for an exact match on that combination of Last Name and Email address. A match should be found since the information was recently updated.
7. A confirmation email is sent to the email address entered on step 2.
8. To complete the process, go to your email program and click on the link.
9. You'll be prompted to set your password.
10. Click SUBMIT.
11. You can now click on the button to go to the LOGIN page and start using Connect.

USING STAFF CONNECT

When a staff person logs into Connect, they will be anchored on the staffConnect Home page. Based on the permissions set by the Roll Call Connect Administrator, they may or may not see the following areas.

Log In

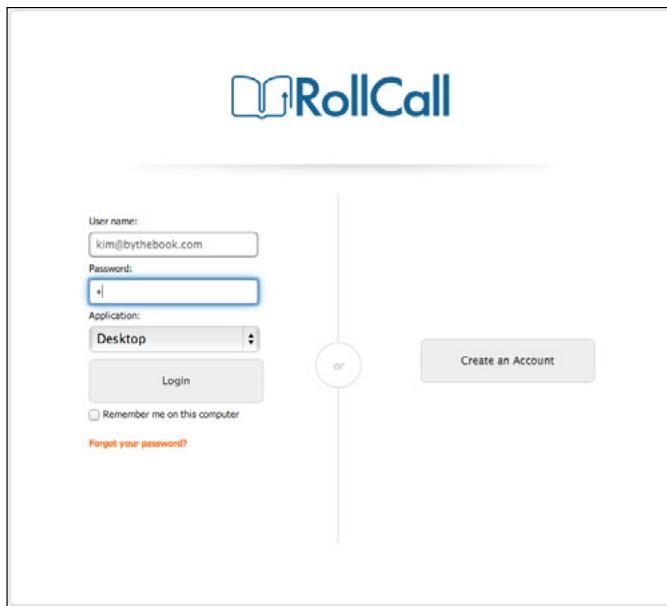
To get to the login screen, you'll need to know the ip-address of the Roll Call Server machine. Use that ip-address as the URL, for example <http://your-ip-address>. Ideally that ip will be fixed, and you'll have a link on your website pointing to that page.

From the login page, you have the option to choose the Desktop or Mobile theme. If you are logging in from a smartphone, the theme will default to Mobile. If you are using a browser on a desktop computer, laptop or tablet, you'll want to use the Desktop theme. Based on the theme you choose, the pages will look different. The Mobile theme takes into account the smaller screen size.

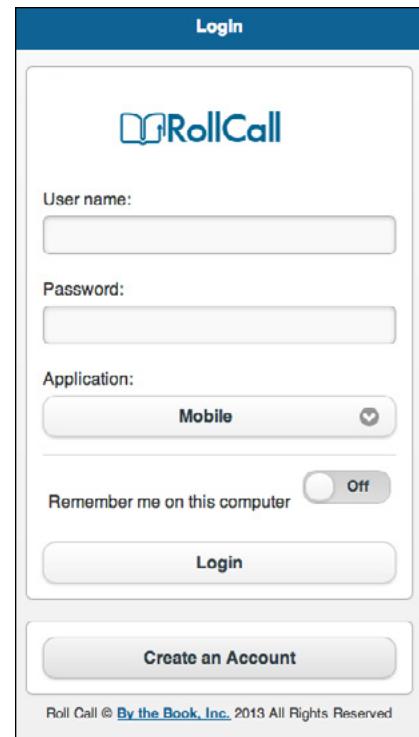
To log into Connect, do the following:

1. Choose your Application(theme).
2. Enter your User Name (email address).
3. Enter your Password.
4. Click LOGIN.

Login using Desktop Theme



Login using Mobile Theme



Home Page

From the staffConnect home page the user can view the following information (a user may or may not see each of these areas based on their permissions)

1. *Giving for Last Week* – a chart will be displayed with actual vs budget amounts for last week and year to date totals.
2. *Attendance for Last Week Services* – a graph that will show total head count and visitor count for your worship services.
3. *Attendance for Last Week All Departments* – a graph that will show group attendance for all your ministries (departments).
4. *Birthdays* – lists people with upcoming birthdays.
5. *Anniversaries* – lists families with upcoming anniversaries.

Home Page using Desktop Theme

Giving amounts

Attendance graph

Home Page using Mobile

Tap to expand section

Find Family

To lookup contact information in Connect, click on the Find Family menu item on the left sidebar. From the next window, enter the last name of the person you are searching for. Click SEARCH. A list of families with that last name will be displayed. Click on a specific family to view details.

Find Family using Desktop Theme

Click Find Family

Enter name and click SEARCH

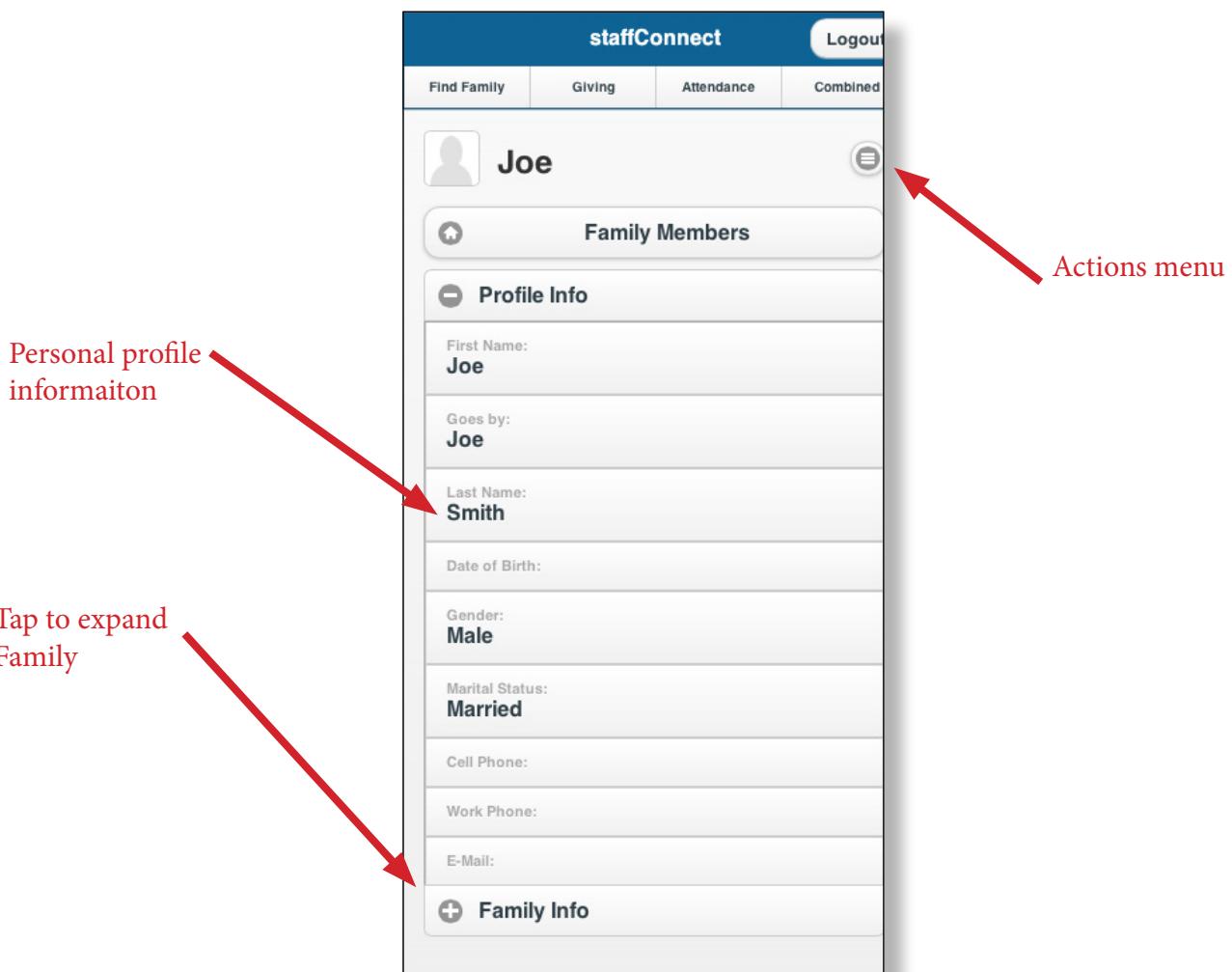
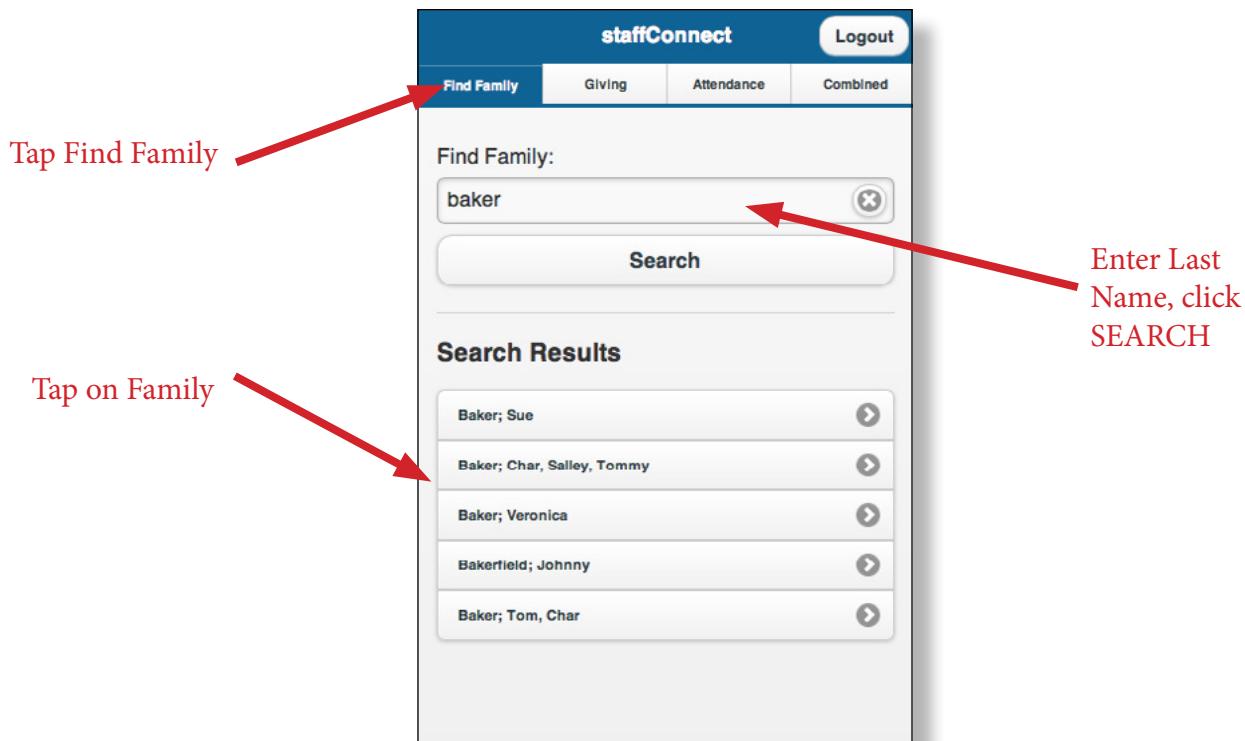
List of families, tap to view details

Note actions list

Personal information

Family members

Find Family using Mobile Theme



Personal profile information

Tap to expand Family

Enter Last Name, click SEARCH

Actions menu

Edit Profiles

If you need to update contact information for a certain person in your congregation, find that person's record as described in the previous section "Find Family". Once you are anchored on the contact that needs to be modified, do the following:

1. Click on the Edit Profile link in the Actions section on the right sidebar.
2. A window with the contact information will pop up.
3. Make the necessary modifications.
4. Click SAVE to save your changes, or CANCEL to cancel your changes.

Edit Profile using Desktop Theme

The screenshot shows the RollCall desktop theme. The main header says "Welcome Joe". On the left is a sidebar with "Find Family", "Reports", "Giving", "Attendance", and "Combined" buttons. The main content area shows a "Profile for Joe" with the following details:

First Name	Joe
Goes by	Joe Joe
Last Name	Smith
Date of Birth	8/26/61
Gender	Male
Marital Status	Married
Cell Phone	(303) 555-1212
Work Phone	(303) 543-1234
E-Mail	kimaconley@comcast.net

On the right, there is an "Actions" sidebar with "Edit Profile", "Household Visits", and "Confidential Comments" buttons. Below that is a "Household Members" section showing three family members with their names and roles: Joe Smith (Husband), Sue Smith (Wife), and John Smith (Youth).

Edit Profile using Mobile Theme

The screenshot shows the staffConnect mobile theme. The top bar says "staffConnect" and "Logout". The main content area shows a profile for "Tom" with "Family Members" and "Profile Info" sections. The "Profile Info" section contains:

First Name:	Tom
Goes by:	Tom
Last Name:	Baker

On the right, there is an "Actions" sidebar with "Edit Profile", "Household Visits", and "Confidential Comments" buttons. The "Edit Profile" button is highlighted with a red arrow. The text "Action menu" is written in red on the left side of the mobile screen.

Click Edit Profile

Edit Profile using Desktop Theme

First Name: Joe

Goes by: Joe Joe

Last Name: Smith

Date of Birth: 8/26/61

Gender: Male

Marital Status: Married

Cell Phone: (303) 555-1212

Work Phone: (303) 543-1234

Address 1: 300 Main St

Address 2: PO Box 100

City: Anytown

State/Province: IL

Postal Code: 61010

Family E-Mail: kim@bythebook.com

Primary Phone: (303) 555-1212

Primary Phone 2:

Wedding Date: mm/dd/yyyy

Required

Save Cancel

Edit Profile using Mobile Theme

Profile Fields

First Name: Joe

Goes by: Joe

Last Name: Smith *

Date of Birth: mm/dd/yyyy

Gender: Male

Marital Status: Married

Cell Phone:

Work Phone:

Address Fields

Address 1:

Address 2:

City:

Logout

Combined

Add Visitation Information

If you would like to record notes about a family visit, find the family record as described in the previous section “Find Family”. To record visitation notes:

1. Click on the Household Visits link in the Actions section on the right sidebar.
2. A page with previous visitations for that family will be listed.
3. Click on the Add Visit link under Action on the right.
4. In the *Visit For* field, choose the family member that was visited.

5. In the *Visit Type* field, choose the method of communication (i.e. Phone or In Person)
6. The *Date* field will default to today's date. You may change this if you need to.
7. In the *Duration* field, indicate how long the visit was.
8. Use the *Notes* field to record any comments or notes from the meeting.
9. Click **SUBMIT** to save this visitation information.

Add Visitation using Desktop Theme

Click Add Visit

Actions

+ Add Visit

Household

Person Visited	Date	Type	Caller
Stacy	08/21/2013	Telephone	Smith, Joe
Joe	01/16/2008	Telephone	Baker, Chris
Joe	10/01/2004	In Person	Adams, Don

Add Visit

Visit For: Joe

Visit Type: Telephone

Date: 10/02/2013

Duration: Hrs Min

Notes:

Submit Cancel

Add Visitation using Mobile Theme

staffConnect Logout

Find Family Giving Attendance Combined

Visitation

Filter Visits

Visitation History for Smith Household

Person Visited: Joe

Date of Visit: 10/1/04

Visited By: Adams, Don

Logout
Combined

Add Visit

Visit For: Tom

Visit Type: Telephone

Date:

Duration:

Hours

Minutes

Notes:

Add Confidential Comments

If you would like to record confidential comments about a family member, find the family record as described in the previous section “Find Family”. To record confidential comments:

1. Click on the Confidential Comments link in the Actions section on the right sidebar.
2. A page with previous comments for that family will be listed.
3. Click on the Add Confidential Comments link under Action on the right.
4. In the *For* field, choose the appropriate family member.
5. The *Date* field will default to today’s date. You may change this if you need to.
6. In the *Comment* field, enter any notes or confidential comments.
7. Click SUBMIT to save this information.

Confidential Comments using Desktop Theme

RollCall

Welcome Joe

Find Family

Reports

Giving

Attendance

Combined

Profile for Joe

First Name: Joe
Goes by: Joe Joe
Last Name: Smith
Date of Birth: 8/26/61
Gender: Male
Marital Status: Married
Cell Phone: (303) 555-1212
Work Phone: (303) 543-1234
E-Mail: kimaconley@comcast.net

Actions

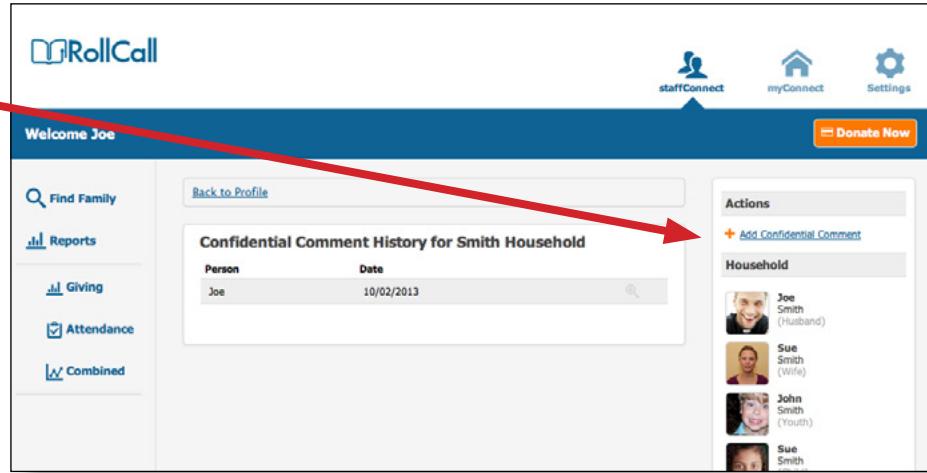
Edit Profile
Household Visits
Confidential Comments

Household Members

Joe Smith (Husband)
Sue Smith (Wife)
John Smith (Youth)
Sue

Click Confidential Comments action

Click add comment action



Welcome Joe

Find Family Reports Giving Attendance Combined

Back to Profile

Confidential Comment History for Smith Household

Person	Date
Joe	10/02/2013

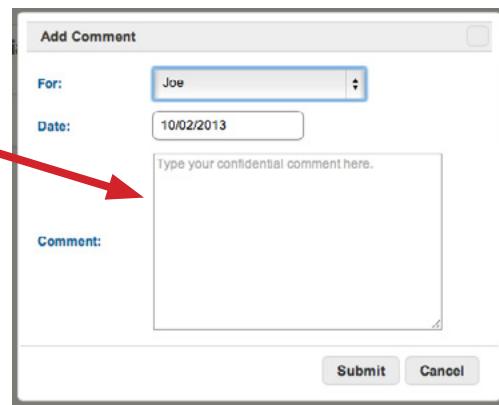
Actions

Add Confidential Comment

Household

Photo	Name	Relationship
	Joe Smith	(Husband)
	Sue Smith	(Wife)
	John Smith	(Youth)
	Sue Smith	

Enter comments



Add Comment

For: Joe

Date: 10/02/2013

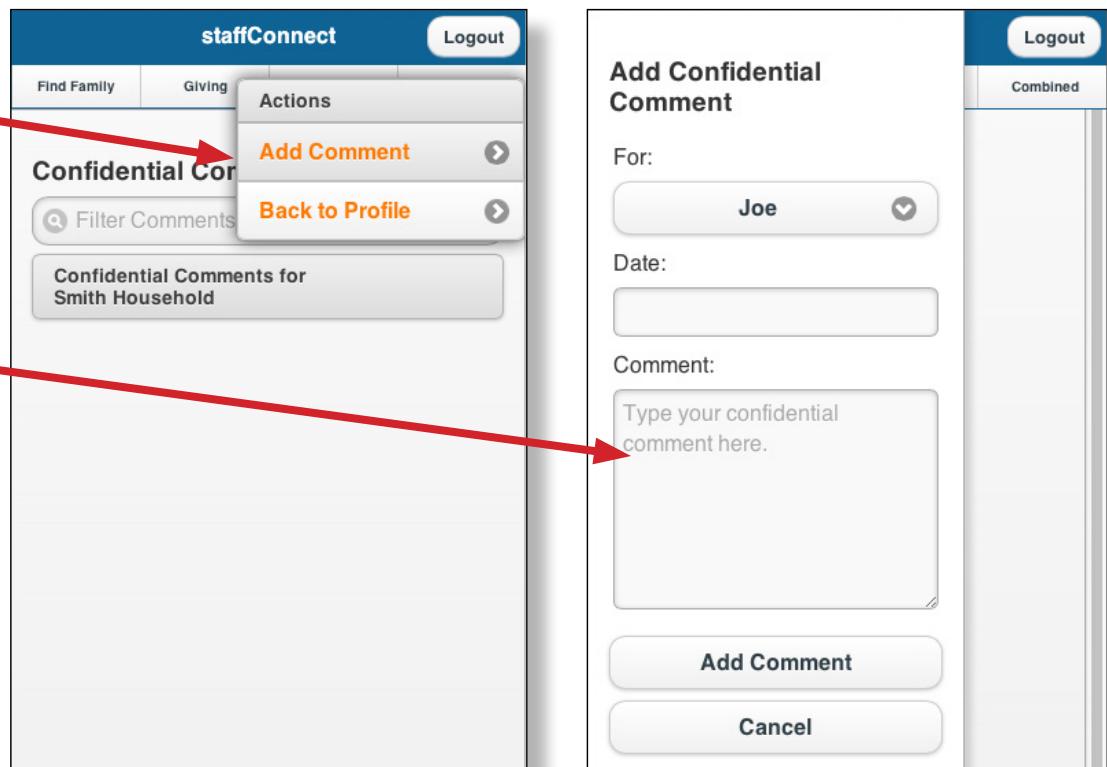
Comment:

Submit Cancel

Confidential Comments using Mobile Theme

Tap comment actions

Enter comment information



staffConnect Logout

Find Family Giving

Actions

Add Comment

Back to Profile

Confidential Comment

Filter Comments

Confidential Comments for Smith Household

Add Confidential Comment

For: Joe

Date:

Comment:

Type your confidential comment here.

Add Comment Cancel

Combined Logout

Reports

For staffConnect there are 3 possible reports that can be run. If the staff member that is logged in does not have permissions to view a report, that menu item will not show up on the page.

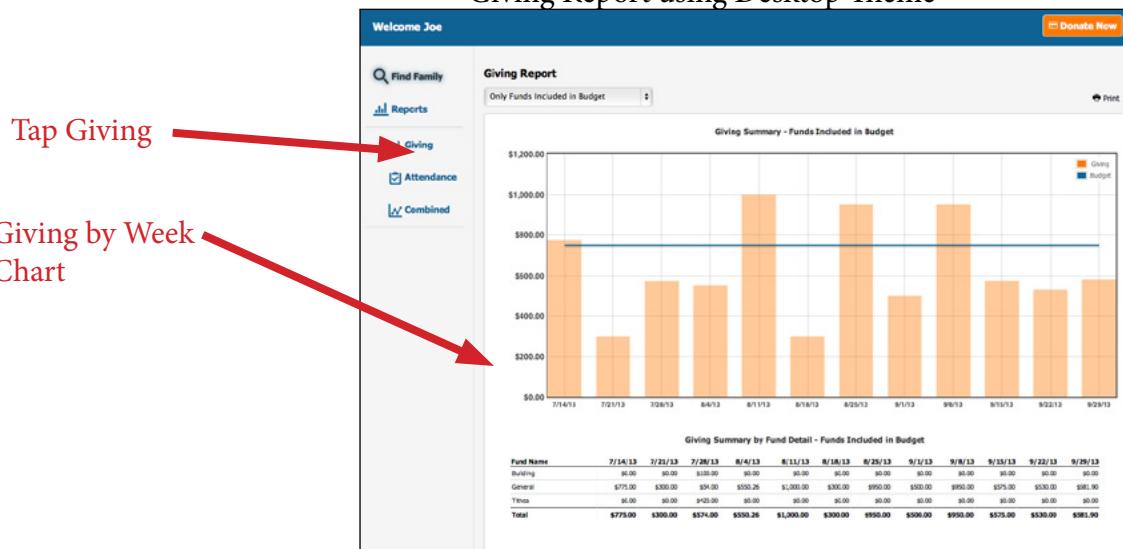
Giving Report

The Giving Report contains a graph that displays the last 12 weeks of giving history. The vertical bars indicate the total amount given to budgeted funds for that week. The horizontal bar indicates the budgeted amount across the weeks. In the drop down box in the upper left, choose to view only budgeted giving or giving to all funds.

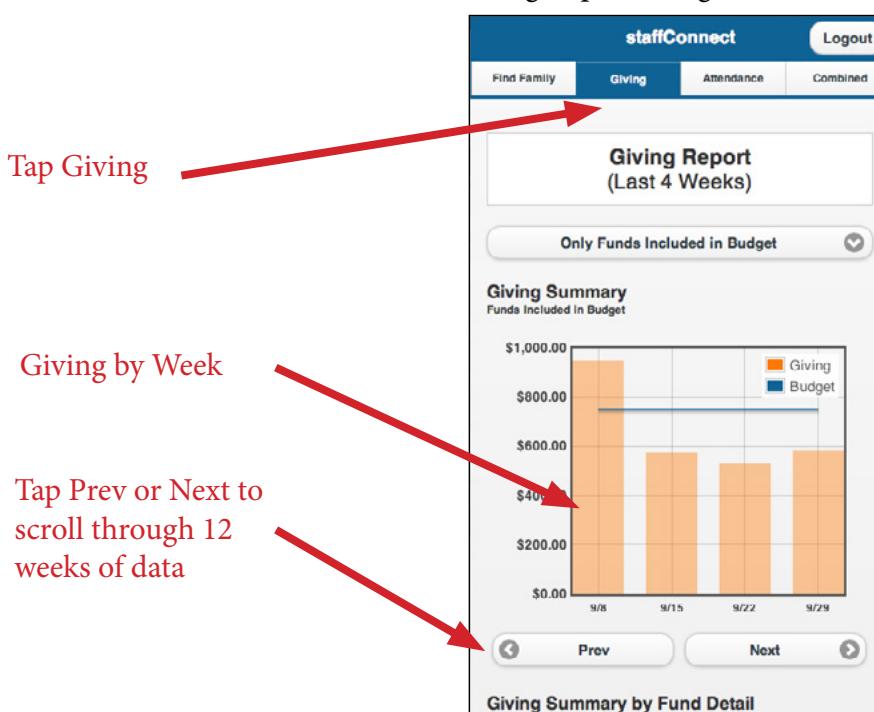
Below the graph you will find a chart that outlines how much was given to each fund for the week.

If you are using the Mobile theme, only four weeks can be shown in the graph and chart. Click Next and Previous buttons to scroll through all 12 weeks.

Giving Report using Desktop Theme



Giving Report using Mobile Theme



Attendance Report

The Attendance Report contains a graph that displays the last 12 weeks of attendance history. The top horizontal line indicates the total number of people that attended. The bottom line indicates how many visitors attended.

To run the attendance report, click on Attendance menu item on the left side menu. In the drop down box, choose to view worship service attendance, group attendance for all departments or only a specific department (ministry area).

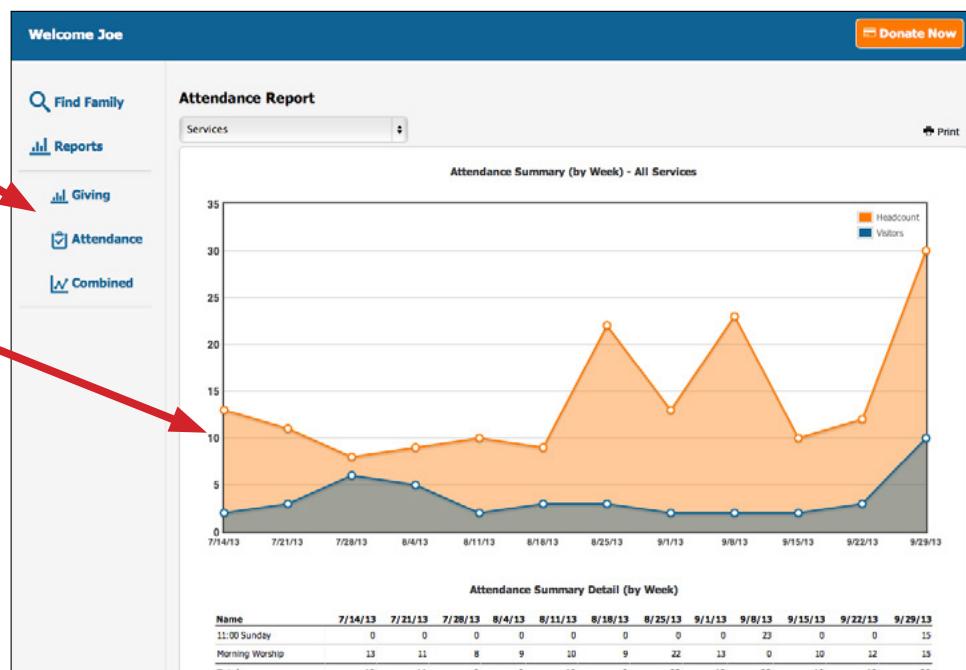
Below the graph you will find a chart that outlines how many people attended each week.

If you are using the Mobile theme, only four weeks can be shown in the graph and chart. Click the NEXT and PREVIOUS button to scroll through all 12 weeks of data.

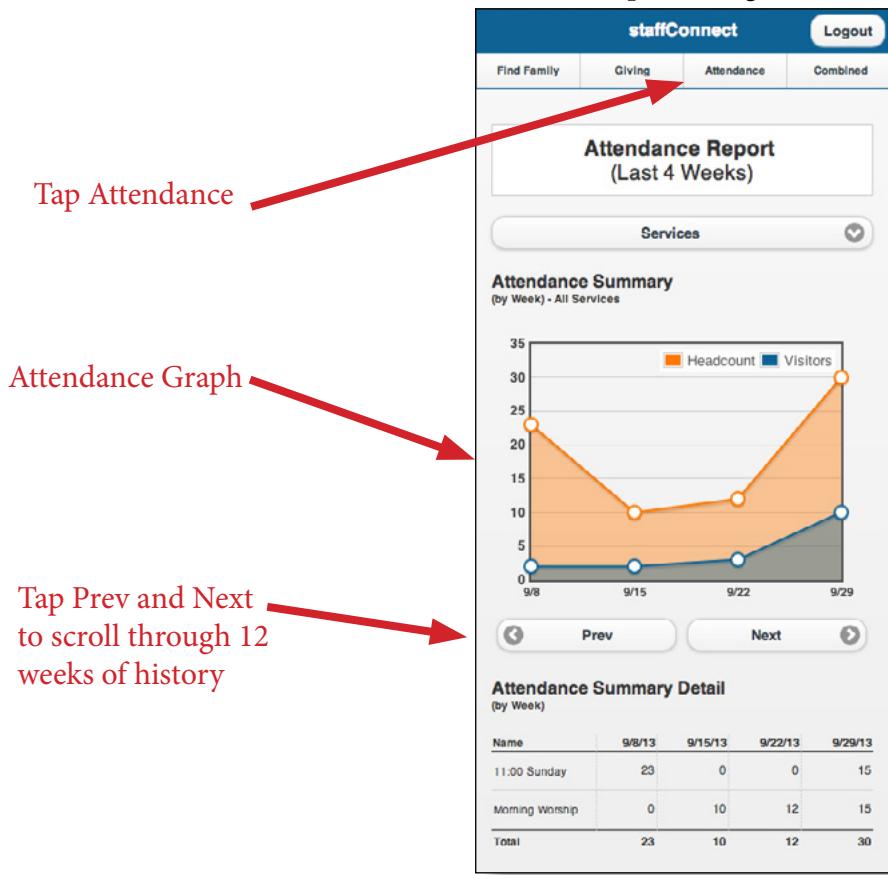
Attendance Report using Desktop Theme

Tap Attendance

Attendance Graph



Attendance Report using Mobile Theme

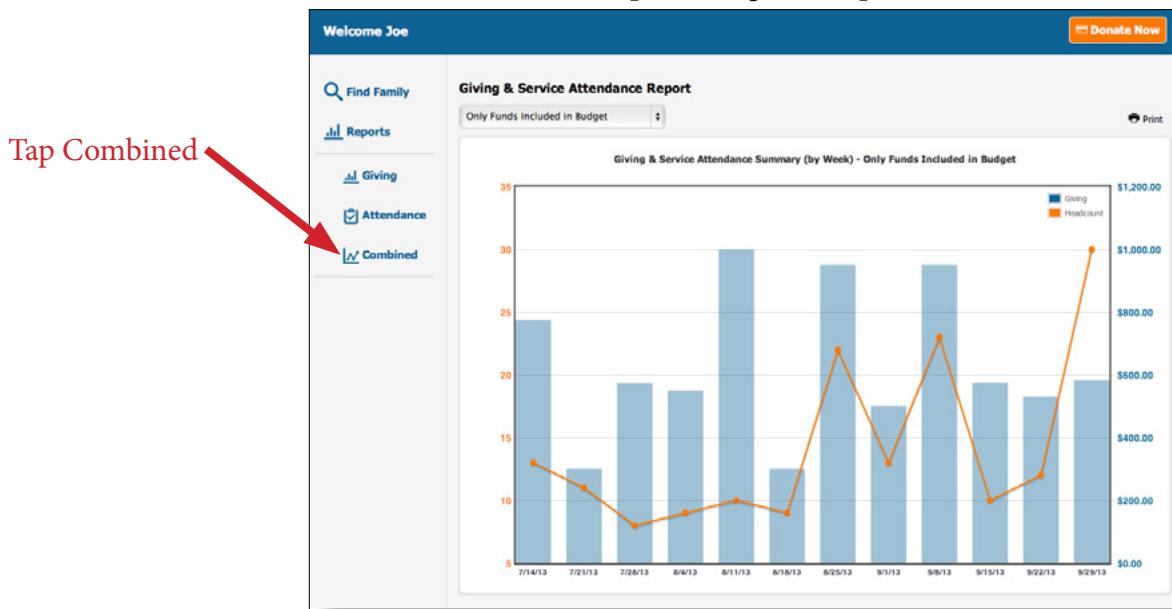


Combined Report

The Combined Report overlays the service attendance report on top of the giving report. This will give you a great view of giving trends in conjunction with attendance trends. To run the combined report, simply click on Combined Report on the left side menu.

A chart will be displayed with the giving represented by the bar chart and the attendance represented by the line graph. In the Mobile theme, only 4 weeks will be displayed. Use the NEXT and PREVIOUS buttons to scroll through the entire 12 weeks.

Combined Report using Desktop Theme



USING MYCONNECT

Both staff members and your congregation will be able to use the myConnect portion of Roll Call Connect. The myConnect portion of Roll Call Connect allows the user to:

1. View and update their contact information.
2. View their giving history.
3. Make online contributions.
4. View groups they are involved in.
5. View a roster of group members.
6. Record attendance for a group if they are the leader or administrator for that group.

Based on your church's Roll Call settings some of these functions may not be available.

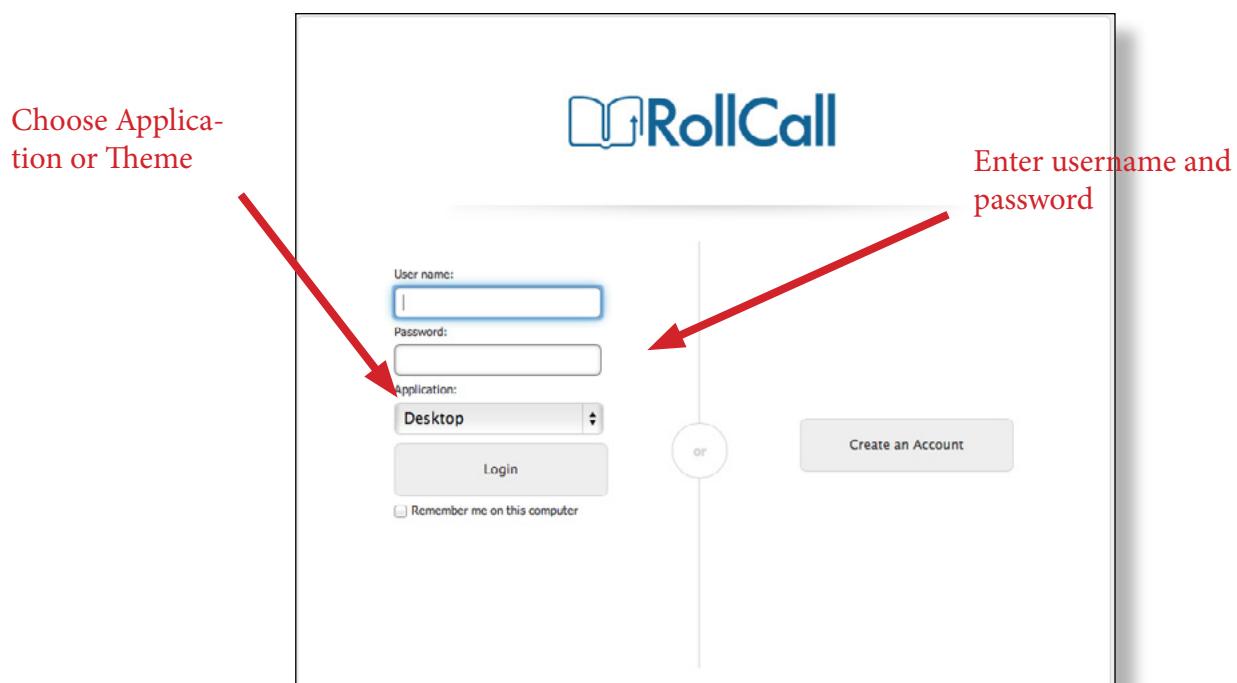
Log In

To get to the login screen, you'll need to know the ip-address of the Roll Call Server machine. Use that ip-address as the URL, for example <http://your-ip-address>. Ideally that ip will be fixed, and you'll have a link on your website pointing to that page.

From the login page, you have the option to choose the Desktop or Mobile theme. If you are logging in from a smartphone, the theme will default to Mobile. If you are using a browser on a desktop computer, laptop or tablet, you'll want to use the Desktop theme. Based on the theme you choose, the pages will look different. The Mobile theme takes into account the smaller screen size.

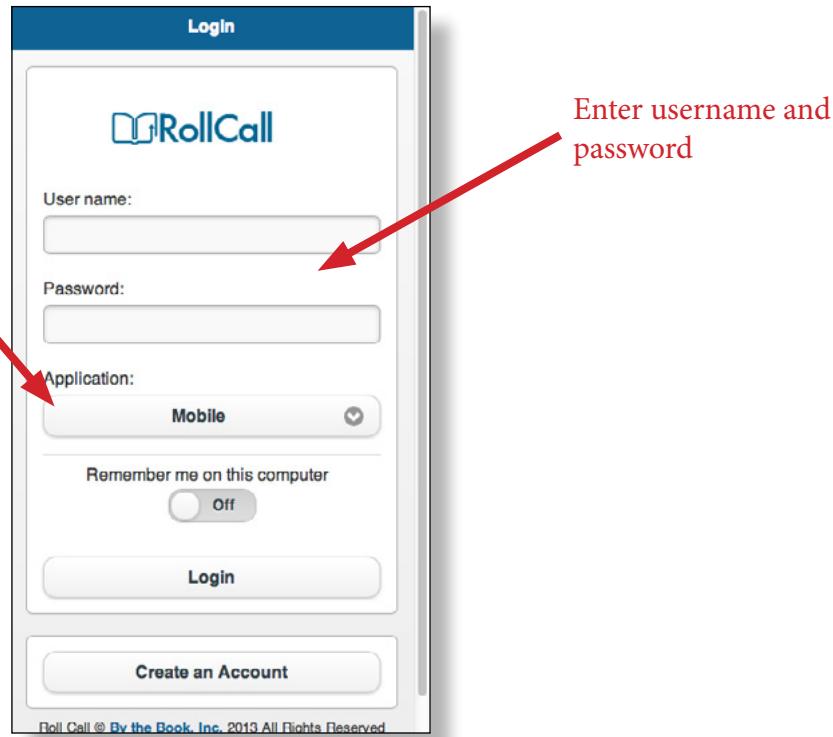
To log into Connect, do the following:

1. Choose your *Application*(theme).
2. Enter your *User Name* (email address).
3. Enter your *Password*.
4. Click LOGIN.



Login page on a Mobile Device

Choose Application or Theme



Home Page

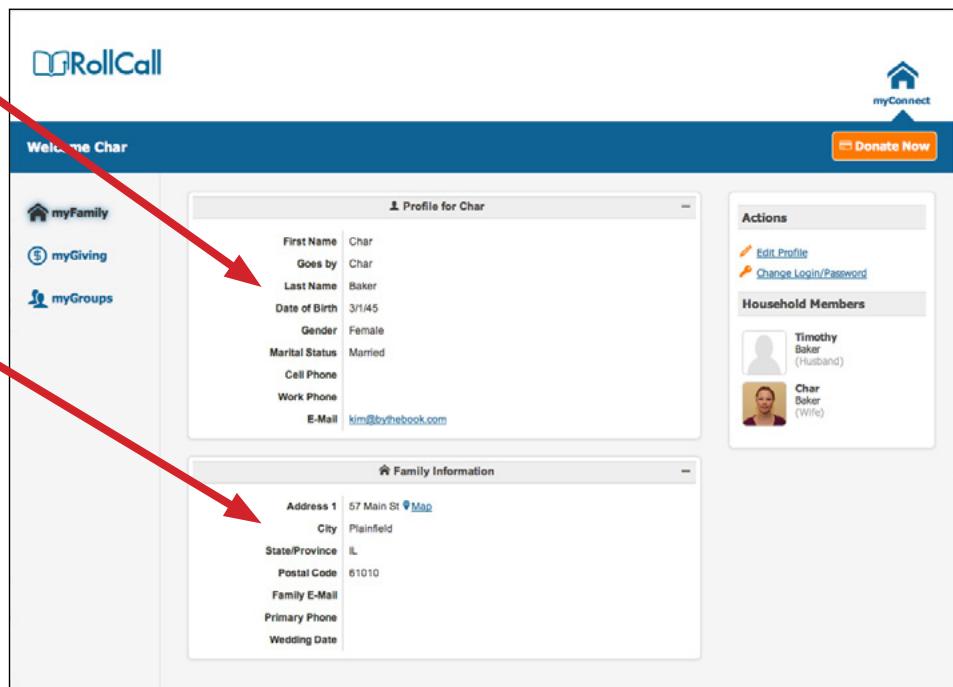
If the user logging in is a staff member, they will be anchored on the staffConnect tab. Simply click on myConnect to get the myConnect page. If the user logging in is a member of your congregation, they will be anchored on myConnect. They will not see the tab for staffConnect or Settings.

From the myConnect home page the user can view and modify their contact information. The fields displayed on the profile page are determined by the Connect configuration settings.

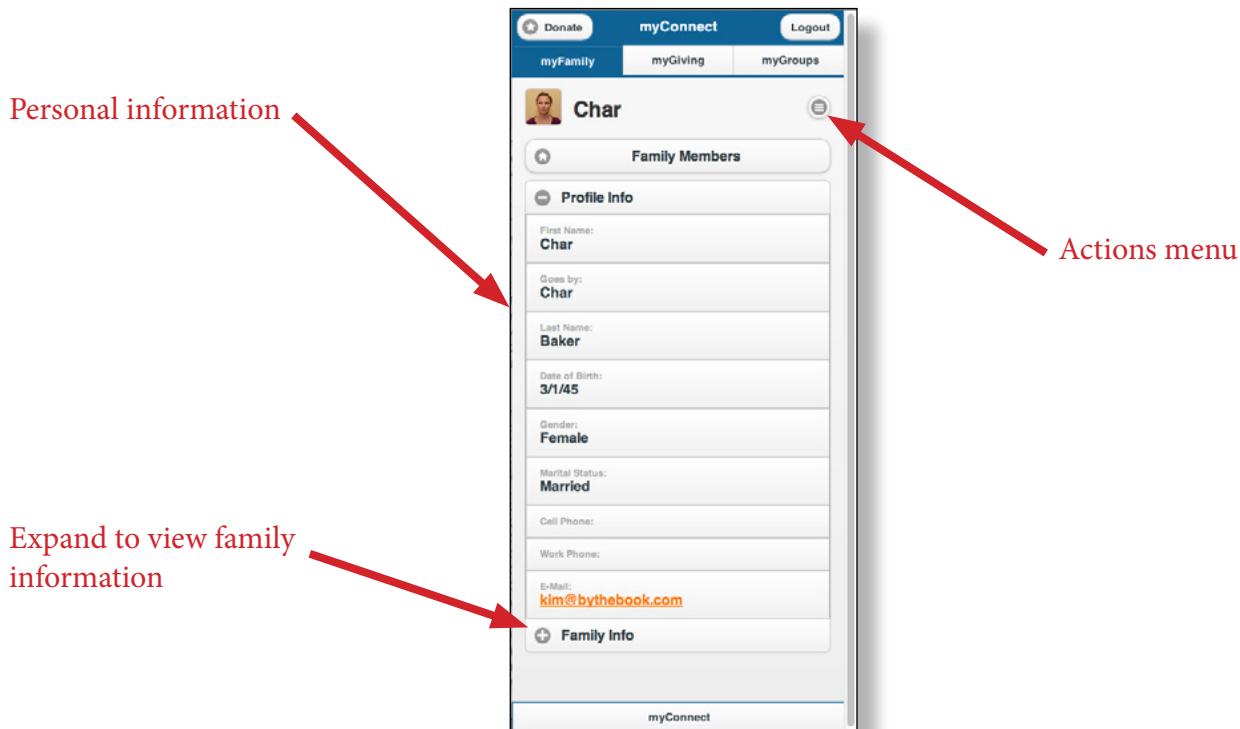
Home page with Desktop Theme

Personal information

Family Information



Home page using Mobile Theme



myFamily

The user's personal information such as name, birthdate, cell phone etc. will be displayed in the Profile section. The family information such as address, primary phone and family email will be displayed in the Family information section.

On the right sidebar, all the family members are listed. Click on a family member to view their profile information.

Edit Profiles

To update the personal profile or family information:

1. Click on the Edit Profile link in the Actions section on the right sidebar.
2. A window with the contact information will pop up.
3. Make the necessary modifications.
4. Click SAVE to save your changes, or CANCEL to cancel your changes.

Change Login/Password

If you would like to change the email address that is used as your username, do the following:

1. Click on the Change Login/Password link in the Actions section on the right sidebar.
2. Enter the new email address in the Email Address field.
3. Enter the new email address again in the Confirm Email field.
4. Click SEND LINK.
5. An email will be sent to that new address. Click on the link in that email to set your password.

If you would like to change your password:

1. Click on the Change Login/Password link in the Actions section on the right sidebar.
2. Leave the email address fields blank.
3. Click SEND LINK.
4. An email will be sent to that new address. Click on the link in that email to set your password.

Editing Profile Desktop Theme

Click Edit Profile action

Modify the information as necessary

Editing Profile Mobile Theme

Actions menu

Editing Profile Mobile Theme

Choose Edit Profile action

Profile Info

First Name: Joe

Goes by: Joe

Last Name: Smith

Date of Birth:

Gender: Male

Marital Status: Married

Cell Phone:

Work Phone:

E-Mail:

Family Info

Profile Fields

First Name: Joe

Goes by: Joe

Last Name: Smith

Date of Birth: mm/dd/yyyy

Gender: Male

Marital Status: Married

Cell Phone:

Work Phone:

Address Fields

Address 1:

Address 2:

myGiving

To view your giving history, click myGiving on the left side menu. A table with your giving “this year” will be displayed broken down by fund. A pie chart showing your giving will be displayed on the right. To view your giving last year, click on the Last Year link at the top.

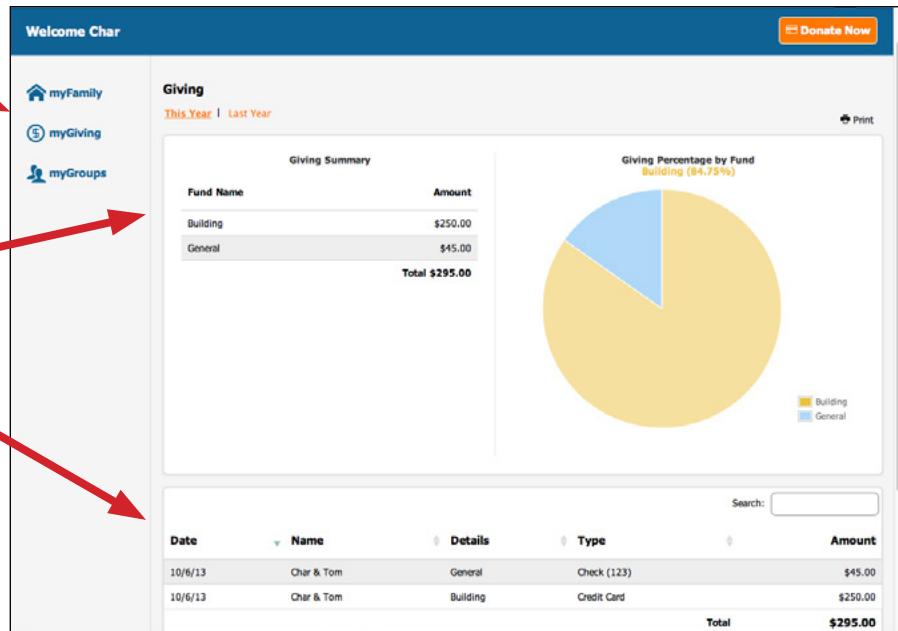
A list of every contribution for “this year” is displayed below the charts.

My Giving Desktop Theme

Click myGiving

Giving Summary

Giving Details



My Giving Mobile Theme

The screenshot shows the 'My Giving Mobile Theme' interface. At the top, there is a navigation bar with 'Donate', 'myConnect', 'Logout', 'myFamily', 'myGiving', and 'myGroups'. A red arrow points to the 'myGiving' button with the text 'Tap on myGiving'. Below the navigation is a section titled 'Giving Summary' with tabs for 'This Year' and 'Last Year'. It displays a table of giving details:

Fund	Total
Building	\$250.00
General	\$45.00
Total	\$295.00

Below this is a pie chart titled 'Giving % by Fund' showing the distribution between 'Building' (yellow) and 'General' (blue). A red arrow points to this chart with the text 'Giving Summary'. At the bottom is a table titled 'Giving Details' with columns 'Date', 'Type', and 'Amount', showing a single entry for 10/6/13, a Check (123), and \$45.00. A red arrow points to this table with the text 'Giving Details'.

Donate Now using Paypal

If the online giving gateway has been set up by your church, the DONATE NOW button will be available. If you are using Paypal as your gateway, do the following to contribute online:

1. Click on DONATE NOW.
2. Select a *Fund* from the drop down box.
3. Enter the *Amount* of the gift for that fund.
4. Click the plus sign to add a gift for a different fund.
5. Click CONTINUE to move to the next step, entering billing information.

Paypal Contribution using Desktop Theme

The screenshot shows the 'Paypal Contribution using Desktop Theme' interface. At the top, there is a navigation bar with 'RollCall', 'staffConnect', 'myConnect', and 'Settings'. A red arrow points to the 'myGiving' button with the text 'Select Fund'. Below the navigation is a 'Donate Now' form with tabs for 'GIFT DETAILS', 'BILLING INFO', 'REVIEW & PAY', and 'CONFIRMATION & SUMMARY'. The 'GIFT DETAILS' tab is active. It has fields for 'Giving Fund' (a dropdown menu with 'Select a Fund...'), 'Amount' (\$0.00), and a '+ Item' button. A red arrow points to the 'Amount' field with the text 'Enter Amount'. Below these are sections for 'Gift Details' (Fund: General, Amount: \$50.00) and 'Missions' (Amount: \$75.00, Total: \$125.00). A 'Comments' text area is at the bottom. A red arrow points to the 'Comments' area with the text 'Enter Comments'. At the bottom right is a 'Continue' button.

Using Paypal as your gateway, the user will now have the choice to make the contribution from their paypal account, or to enter credit card information. Click REVIEW AND CONTINUE.

Click to pay with paypal account

To contribute with a credit card, enter necessary information

Your order summary

Descriptions
ORD136 (125-USD)

You'll be able to see your order details before you pay.

Choose a way to pay

Pay with my PayPal account
Log in to your account to complete the purchase

Pay with a debit or credit card
(Optional) Join PayPal for faster future checkout

Country: United States

Card number:

Payment types:

Expiration date: mm yy

CSC:

Josh Weaver
418 W Blackhawk Dr
Byron, IL 61010
United States
Change

Phone type:

Phone number: 555-555-1234

Email: josh@bythebook.com

Save your information with PayPal Why? (Optional)

Review and Continue

Payments processed by **PayPal**

[Cancel and return to RIBBONCONNECT's Test Store](#)

The next page will allow you to review the amount and fund contributed to. Click PAY NOW to complete the contribution.

Review then click PAY NOW

RollCall

Welcome Josh

myConnect

staffConnect

myFamily

myGiving

myGroups

Donate Now

ORD136

Amount: \$50.00

Gift Review Summary

Fund: General

Missions

BILLING INFO

REVIEW & PAY

CONFIRMATION & SUMMARY

Total: \$125.00

Please review your online gift details and click "Pay Now" to process your donation.

Pay Now

After the user clicks PAY NOW, a confirmation page will be displayed. This confirmation page indicates that the contribution has been processed.

Donate Now using Bluefin

If the online giving gateway has been set up by your church, the DONATE NOW button will be available. If the church is using Bluefin as your gateway, do the following to contribute online:

1. Click on DONATE NOW.
2. Select a *Fund* from the drop down box.
3. Enter the *Amount* of the gift for that fund.
4. Click the plus sign to add a gift for a different fund.
5. Click CONTINUE to move to the next step, entering billing information.

Bluefin Contribution using Desktop Theme

RollCall

Welcome Josh

Donate Now

GIFT DETAILS BILLING INFO REVIEW & PAY CONFIRMATION & SUMMARY

Giving Fund: Select a Fund...

Amount: \$ 0.00 + Item

Gift Details

Fund	Amount
General	\$50.00
Missions	\$75.00
Total	\$125.00

Comments: Add special description or instructions to your gift.

Continue

The next page allows you to enter your credit card information. Once you've entered that click REVIEW GIFT.

RollCall

Welcome Josh

Donate Now

GIFT DETAILS BILLING INFO REVIEW & PAY CONFIRMATION & SUMMARY

Billing Info

Credit Card Info

Credit Card: 4444333322221111

Expiration & CVV: 1216 543

Bluefin

Review Gift

From the review screen, double check the amount of your gift and credit card details. If everything looks good, click PAY NOW.

Review details

Click PAY NOW

Review and Pay

Fund	Amount
General	\$50.00
Total	\$50.00

Comments: Add special description or instructions to your gift.

Credit Card Info

Expiration & CVV: 1234 5678 9012 3456

Bluefin

Pay Now

After the user clicks PAY NOW, a confirmation page will be displayed. This confirmation page indicates that the contribution has been processed.

Order ID

Gift Confirmation & Summary

ORDER ID: 3C96EB99E515-1244A5F7637B60E6E839

Fund	Amount
General	\$50.00
Total	\$50.00

Your gift has been received. Thank you for your donation!

Print

myGroups

To view a list of groups that you are involved in, click on myGroups from the left side menu. A page will be displayed that shows each group, the leader and when the group meets. To view a list of groups that you administer, click on the “Administrator of” link at the top.

Detail

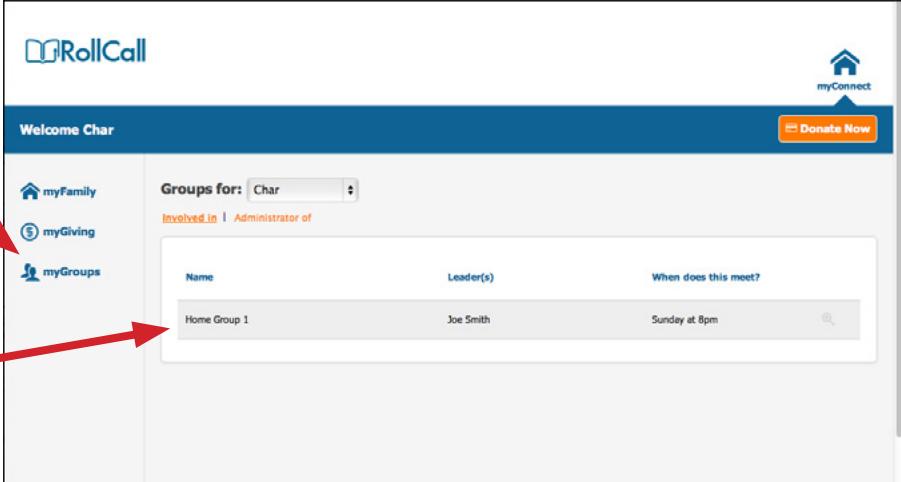
To view the details of the group, click on the magnifying glass to the right of the group name, or click on the group name. The group details will be displayed. The information displayed for each group is determined by the Connect settings in Roll Call.

On the right side of the page, there are actions available to record attendance or email members. You'll also see an outline of the group membership, how many leaders and members. There is a

Leader section which shows the leaders name, email and phone number. Under the Administrator section, you'll see the administrators name and email address.

My Groups using Desktop Theme

Click myGroups menu item

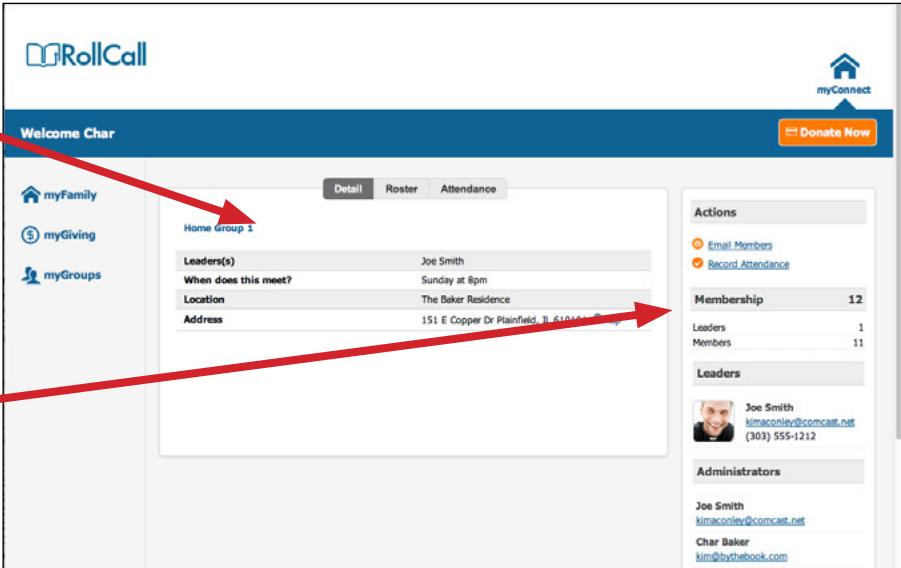


The screenshot shows the RollCall desktop theme. At the top, there is a blue header bar with the RollCall logo, a 'myConnect' icon, and a 'Donate Now' button. Below the header is a 'Welcome Char' section. On the left, there is a sidebar with three menu items: 'myFamily', 'myGiving', and 'myGroups'. The 'myGroups' item is highlighted with a red arrow. The main content area shows a table with a single group entry: 'Home Group 1' (Leader: Joe Smith, Meets Sunday at 8pm). A red arrow points to this group entry.

Groups listed here, click for details

Group details

Note action and leader information

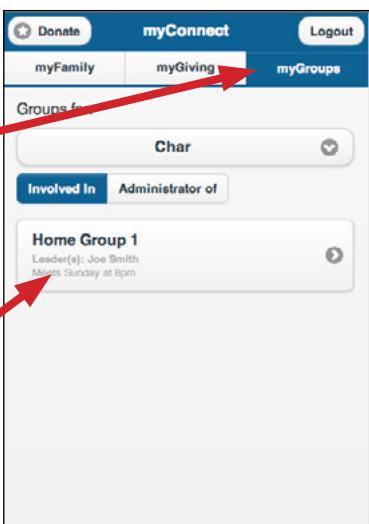


The screenshot shows the RollCall desktop theme with detailed group information. The sidebar 'myGroups' is selected. The main content area shows 'Home Group 1' with details: Leader(s): Joe Smith, When does this meet?: Sunday at 8pm, Location: The Baker Residence, Address: 151 E Copper Dr Plainfield, IL 610101. A red arrow points to the address. To the right, there is a sidebar with 'Actions' (Email Members, Record Attendance), 'Membership' (12 members, 1 leader), 'Leaders' (Joe Smith), and 'Administrators' (Joe Smith, Char Baker). A red arrow points to the 'Leaders' section.

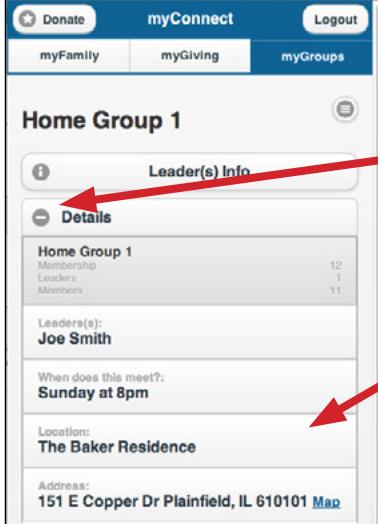
My Groups using Mobile Theme

Tap myGroups

Tap on specific group for details



The screenshot shows the RollCall mobile theme. At the top, there is a header bar with a 'Donate' button, 'myConnect' logo, and a 'Logout' button. Below the header is a 'myGroups' menu item, which is highlighted with a red arrow. The main content area shows a table with a single group entry: 'Home Group 1' (Leader(s): Joe Smith, Meets Sunday at 8pm). A red arrow points to this group entry.



The screenshot shows the RollCall mobile theme with detailed group information. The 'myGroups' menu item is selected. The main content area shows 'Home Group 1' with details: Leader(s): Joe Smith, When does this meet?: Sunday at 8pm, Location: The Baker Residence, Address: 151 E Copper Dr Plainfield, IL 610101. A red arrow points to the 'Details' section. To the right, there is a sidebar with 'Leader(s) Info' (Leader: Joe Smith), 'Membership' (12 members, 1 leader), and 'Administrators' (Joe Smith, Char Baker). A red arrow points to the 'Group details' section.

Tap to expand detail section

Group details

Roster

To view a list of people that are involved in the group, click on the Roster tab. The picture, name and email address of each group member will be displayed. To view the address or birthday of a certain group member, click on their name or the magnifying glass to the right of their name.

The Roll Call Connect settings will determine if the Roster is available to all group members or just the leaders and administrators of the group.

Roster using Desktop Theme

Click Roster

Group members are displayed here

Home Group 1		
	Adams, Callie	
	Adams, Sue	
	Baker, Char	kim@bythebook.com
	Baker, Sue	
	Barker, Kimberly (Kimmy)	test@aol.com
	Jobs, Steven	

Actions

- Email Members
- Record Attendance

Membership 12

Leaders 1

Members 11

Leaders

	Joe Smith	kimaconley@comcast.net	(303) 555-1212
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Administrators

	Joe Smith	kimaconley@comcast.net
	Char Baker	kim@bythebook.com

Roster using Mobile Theme

Tap to expand roster section

Group members displayed

Leader(s) Info

Details

Roster

Home Group 1		
	Adams, Callie	
	Adams, Sue	
	Baker, Char	kim@bythebook.com
	Baker, Sue	
	Barker, Kimberly (Kimmy)	test@aol.com
	Jobs, Steven	
	Jones, Kim	

Attendance

To view attendance history for the group, click on the Attendance tab. A line graph will display the last 12 weeks of attendance history for the group. The Mobile theme will only display 4 weeks. Click PREVIOUS and NEXT buttons to scroll through all 12 weeks.

Below the attendance graph, a table listing all the individual attendance is displayed. If you are using the Mobile theme, only 4 weeks can be displayed. Use the PREVIOUS AND NEXT buttons to scroll through all 12 weeks history.

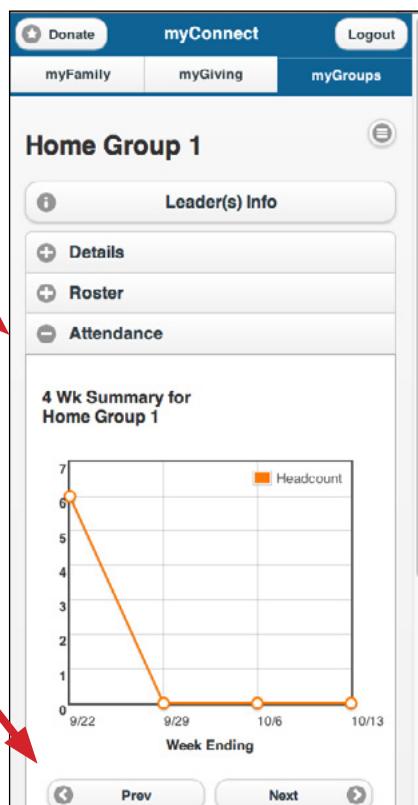
Attendance History using Desktop Theme



Click on Attendance

Graph of attendance headcounts

Attendance History using Mobile Theme



Expand for Attendance History

Click NEXT and PREVIOUS to scroll through the 12 weeks of data

Record Attendance

If you are the leader or administrator of a group, you will be able to record attendance for the group. To record attendance for the group, do the following:

1. Click on myGroups.
2. Click on the specific group from the list of all your groups.
3. Click on the Record Attendance link on the right sidebar.
4. Choose the date you are recording attendance for.
5. Mark the box for each person that was present.
6. If you had visitors attend the meeting that are not listed in your group, enter that number in the Visitors box.
7. Click SAVE to record this information.

Record Attendance using Desktop Theme

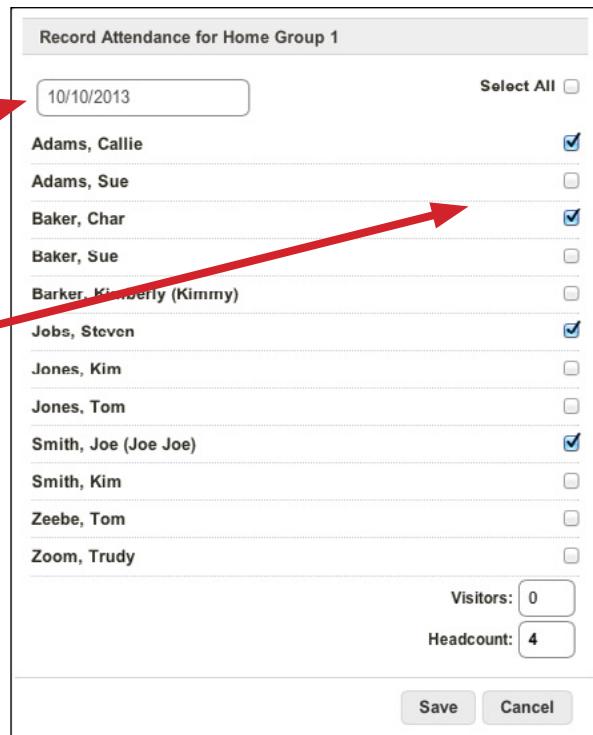
Click on Record Attendance action



The screenshot shows the RollCall desktop theme interface. On the left, there is a sidebar with links for 'myFamily', 'myGiving', and 'myGroups'. The main content area features a 'Welcome Char' banner, a 'Summary for Home Group 1' chart showing headcount over time, and a table of group members with their attendance status. On the right, there is a sidebar with sections for 'Actions' (Email Members, Record Attendance), 'Membership' (12 total, 1 leader, 11 members), 'Leaders' (Joe Smith), and 'Administrators' (Joe Smith, Char Baker). A red arrow points from the text 'Click on Record Attendance action' to the 'Record Attendance' link in the sidebar.

Enter date for attendance

Mark those that are present



The screenshot shows a 'Record Attendance for Home Group 1' dialog box. It includes a date input field set to '10/10/2013', a 'Select All' checkbox, and a list of group members with checkboxes next to their names. The members listed are Adams, Callie, Adams, Sue, Baker, Char, Baker, Sue, Barker, Kimberly (Kimmy), Jobs, Steven, Jones, Kim, Jones, Tom, Smith, Joe (Joe Joe), Smith, Kim, Zeebe, Tom, and Zoom, Trudy. A red arrow points from the text 'Enter date for attendance' to the date input field. A red arrow also points from the text 'Mark those that are present' to the list of members with checkboxes.

Name	Present
Adams, Callie	<input checked="" type="checkbox"/>
Adams, Sue	<input type="checkbox"/>
Baker, Char	<input checked="" type="checkbox"/>
Baker, Sue	<input type="checkbox"/>
Barker, Kimberly (Kimmy)	<input type="checkbox"/>
Jobs, Steven	<input checked="" type="checkbox"/>
Jones, Kim	<input type="checkbox"/>
Jones, Tom	<input type="checkbox"/>
Smith, Joe (Joe Joe)	<input checked="" type="checkbox"/>
Smith, Kim	<input type="checkbox"/>
Zeebe, Tom	<input type="checkbox"/>
Zoom, Trudy	<input type="checkbox"/>

Visitors: 0
Headcount: 4

Save Cancel

Record Attendance using Mobile Theme

The image consists of three screenshots of the myConnect mobile application interface, arranged vertically. Each screenshot shows a different step in the process of recording attendance for a group.

Screenshot 1: Home Group 1 Overview
This screenshot shows the main screen for "Home Group 1". At the top, there are tabs for "myFamily", "myGiving", and "myGroups". Below the tabs, there are three buttons: "Leader(s) Info", "Details", and "Roster". A red arrow points to the "Roster" button with the text "Tap for actions menu". Below these buttons is a section titled "4 Wk Summary for Home Group 1" containing a line graph. The graph shows a headcount of 6 on 9/22, dropping to 0 on 9/29, and remaining at 0 through 10/13. At the bottom of the screen are "Prev" and "Next" buttons.

Screenshot 2: Actions Menu
This screenshot shows the "Actions" menu that was triggered by tapping the "Roster" button in the previous screen. The menu items are "Email Members" and "Record Attendance". A red arrow points to the "Record Attendance" item with the text "Tap record attendance".

Screenshot 3: Record Attendance Screen
This screenshot shows the "Record Attendance for: Home Group 1" screen. At the top, it displays the date "10/10/2013". Below this is a list of names, each with a checkbox. Some checkboxes are checked (e.g., "Adams, Callie", "Baker, Sue", "Jobs, Steven") while others are not (e.g., "Adams, Sue", "Barker, Kimberly (Kimmy)", "Jones, Kim", "Jones, Tom"). A red arrow points to the list of names with the text "Mark each person that attended".

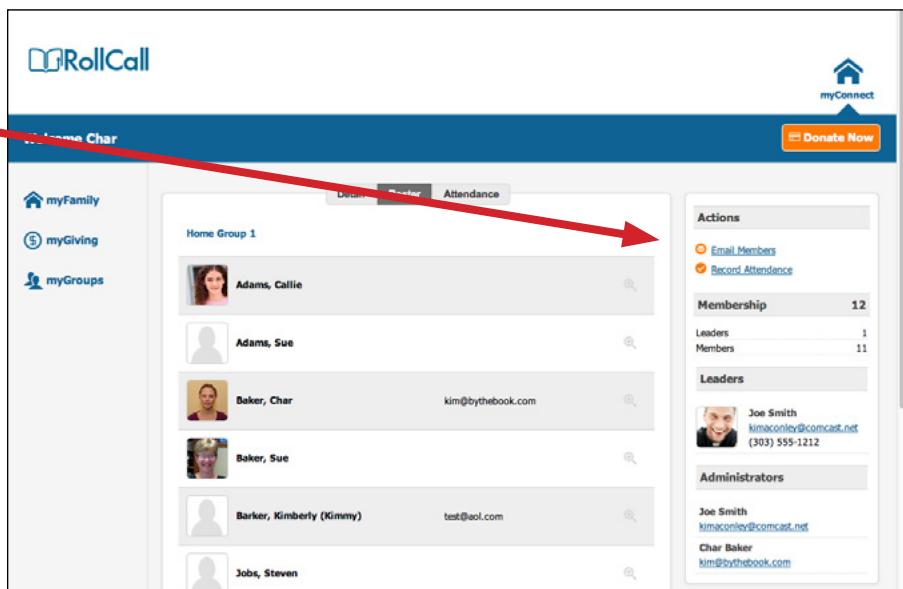
Email the Group

If you are allowed to view the roster of the group, you will also be able to email the group members. To send an email to the group:

1. Click on myGroups
2. Click on the specific group from the list of all your groups.
3. Click on the Email member link on the right sidebar.
4. Your email program will be displayed with the email addresses of the group members in the To: section
5. Compose your email and click SEND.

Email Group Members using Desktop Theme

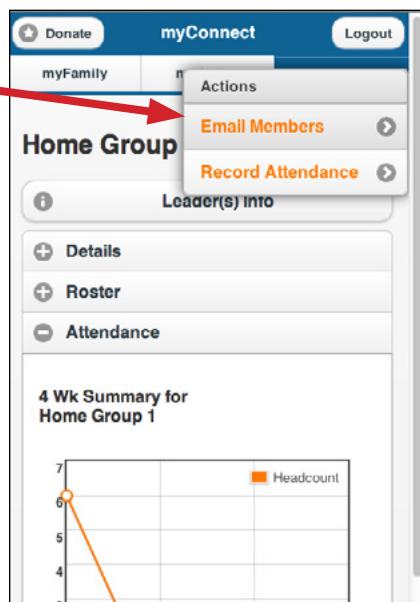
Click on email action



The screenshot shows the RollCall desktop theme. In the top right corner, there is a 'myConnect' icon and a 'Donate Now' button. The main content area is titled 'Home Group 1' and lists group members with their names, email addresses, and profile pictures. To the right of the member list is a sidebar titled 'Actions' which contains 'Email Members' and 'Record Attendance' links. The 'Email Members' link is highlighted with a red arrow from the accompanying text.

Email Group Members using Mobile Theme

Click on email action



The screenshot shows the RollCall mobile theme. At the top, there are 'Donate', 'myConnect', and 'Logout' buttons. Below that is a navigation bar with 'myFamily' and 'myGroups' tabs. The main content area is titled 'Home Group' and includes sections for 'Leader(s) Info', 'Details', 'Roster', and 'Attendance'. A '4 Wk Summary for Home Group 1' section features a line graph showing a downward trend in 'Headcount'. A 'Actions' menu is open in the top right corner, listing 'Email Members' and 'Record Attendance' with a red arrow pointing to the 'Email Members' link.